Document Scanning – Reimagined
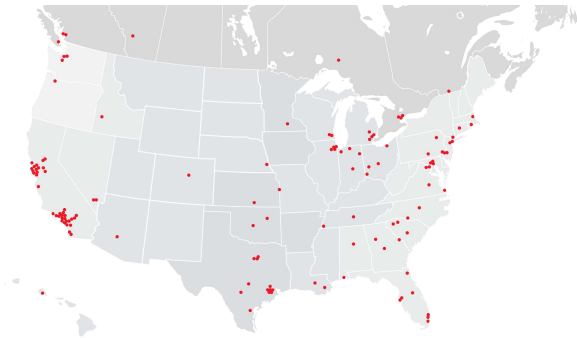
You box it – We scan it!
Making it easy and simple for you to digitize your documents.

Physical storage or archiving of paper documents is inefficient, costly, and frustrating; and it takes too much time and effort to find a specific document.

Stop wasting valuable time or precious physical square footage for file cabinets and bankers' boxes; ARC Document Scanning Services will transform mountains of paper into digital information repository and archives. So, you can free up physical storage space and reduce long-term outsourcing costs.

We are local to you!

With *140* locations in the US and Canada – we are where you are. We are never far from you and your paper documents.

It's fast and simple, just place your documents in the ARC provided-box and we'll do the rest.

$ 199.00 per box

What's included

- ARC box - 15"x12"x10"
- Scan to PDF at 200 dpi
- 3 fields of indexing
- ARC link to download files
- Pick up & delivery 20 miles within your ARC location

A la carte add-ons   (All rates are per box)

Additional indexing per field	$7.50
Searchable OCR	$5.00
Shredding	$10.50
HIPAA request documents	$30.00
Data on DVD or Hard drive	$25.00
Upload to customer own portal	Upon estimate

What can we scan?

Large & Small Format Documents

All sizes, single and double sided, color, black & white, grayscale, all textures, including plans and drawings up to 60" by any length.

HIPAA Compliant

ARC can scan documents containing PHI and PII.

Industries:

- Healthcare
- AEC
- Manufacturing
- Medical
- Universities
- School Districts
- Government Agencies
- Municipalities
- Law Firms
- Insurance Companies
- Commercial Real Estate
- Property Management
- Investment Firms

Additional information:

- Content must be paper-based business documents
- Content must be in relatively good condition
- Post-it notes, flags or other attachments will be removed and discarded
- Content will be returned in original box in same sequence as received
- Binding materials will not be reapplied
- Maximum 25 characters, per index field
- Index data will be collected from front page of each document, or folder tab
- Maximum of 50 documents will be indexed per box
- Output files can be formatted to "Multi-Page Searchable Image" format

Turnaround time (business days)

- 1-5 boxes   10 days
- 5-10 boxes   15 days
- 11- 20 boxes   20 days
- 21+   upon estimate

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