

**Don't leave your desk to look for another missing file.**

**Access, view, print, fax, and e-mail any document or an entire file right from your desktop; *day or night.***

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**You want pay for medical costs, payroll, benefit packages or have the worries of hiring and firing of employees.**

**Offsite Vaults Scanning Services**  
***“True” conversions from paper, audio and video to computer image files!!!***

**Scanning Capabilities  
And  
Specifications**



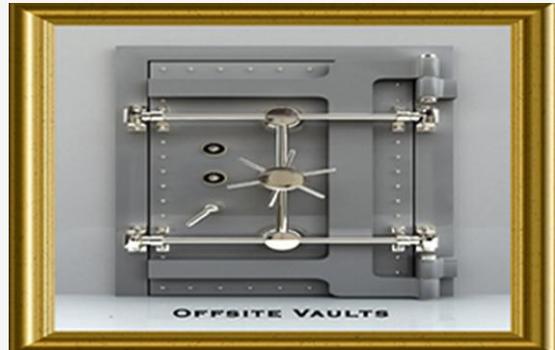
[www.angstromlord.com](http://www.angstromlord.com) (305) 216-0277 voice  
e-mail [ovscan@gmail.com](mailto:ovscan@gmail.com)

**Offsite Vaults** is a service company that provides specialized document scanning, with 'true' conversion from paper to image files. We pickup, prepare, scan, and digitally store your paper files. This gives you the ability to access, view, print, fax, and email any document or entire file right from your desktop; *day or night*. And we do this without changing the way you do business or breaking your budget.

Our team of route drivers, production and support staff are dedicated to providing personalized knowledgeable service. All work is performed in the United States.

#### **Digital Scanning and Storage**

Offsite Vaults has made the investment in today's best scanning hardware and software to ensure your images are clear, accurate, and un-altered. Multiple backups are maintained in different states for the utmost in disaster safe storage of your important records.



**Offsite Vaults** was founded by the very basic philosophy, "Provide a high quality service for a reasonable price." With that in mind, we combined the latest, most experienced scanning and document imaging processes with one of the country's best data backup facilities, to provide you, the customer, with a comprehensive solution for all of your data capture needs. .

We understand the importance of quality assurance, quality control, and professional customer service. For nearly twenty five years, we have committed extensive research and financial investment into building one of the most technologically advanced imaging and digital conversion facilities in the country. Our document scanners employ the latest technology available for high quality image acquisition, and our computers, monitors, and servers are of the highest caliber. This, combined with our skilled information processing staff assures our clients' complete satisfaction.

## **SIMPLY THE BEST**

With our years of experience, we completely understand document management. We know the importance of deadlines and we know the importance of document production without error. We refuse to over-commit to deadlines that can not be met.

## ***PRODUCTION!***

With a large production facility, Offsite Vaults features the most advanced imaging systems, box storage, data storage and shredding. From scanners to digital printers and oversize storage, we deliver confidence.

## ***COMPATIBILITY***

Imaging jobs are unique and so is every customer. Offsite Vaults will provide the best solution for your project. Whether its PDF, TIFF, BMP, O.C.R., CD, DVD, PST files.....we'll take care of it! Our tailor made process employs a full spectrum of conversion, from Law Enforcement fingerprint cards to 11x14 greenbar 4-part paper.

## ***QUALITY CONTROL***

We are very concerned about keeping up our good reputation that we have earned thru the years. Quality Control is not just a sales phrase, its our lifeline. Shift managers oversee all operators and check work as it is being done. All jobs are checked page for page.

## ***RUSH, EXTRA CHARGES***

With Offsite Vaults, the customer is not pinched for all the extra services we provide. The customer always wins in an effort to win you over on each and every job.

**Did you know? Retrieving a single file or page from a storage box or file cabinet can cost \$15 - \$30 or More!**

- Scan and index document files into digital image format .
- Convert file drawers and storage boxes of documents to digital image files
- Store all your paper files into digital images on CD/DVD or disk media for just pennies-a-page.

**Document files can be retrieved, searched and displayed instantly using the existing file Search and Imaging in Adobe Acrobat reader, Google search boxes or applications inside Windows <sup>TM</sup>**

### **Document Scanning Service Includes:**

- Scanning each page including simplex, duplex page printing
- Each page scanned and returned to the original document order as provided
- Page sizes can be either 8 ½ x 11 or 8 ½ x 14
- Digital image files are produced in black and white, TIFF or PDF image format
- Digital files are produced in either single page or multi-page file format
- Digital file / folder name is labeled with a single description of up to 30 characters as well as indexing.

- Image files are returned on USB jump drive media \*Minimum volume is 100,000 pages; lower volumes subject to \$100 minimum charge

### Other Services Available:

- Document page preparation including removal of staples, paper clips; pages oriented
- Multiple file folder sorting for each file
- Shipping, document destruction - contact us for pricing

Offsite Vaults uses the batch scanning software that supports OCR, bar code and these image cleaning capabilities:

- removes black borders
- deshades
- despeckles
- deskews
- character smoothes
- thickens & thins
- smoothes and cleans lines
- performs streak removal
- rotates
- scales

TIFF Groups III and IV are available per page, depending on sorting requirements.

Depending on the scope of services, each page (or 1Nth page) will be reviewed by a quality control process. The specific exception details and correction processing services are developed into the project service plan.

**Flat rates are available on a per box of files basis.**