

THE EASIEST WAY TO DIGITISE YOUR MATERIALS



SCAN2ARCHIVE ARE THE EXPERTS FOR ALL YOUR DIGITISATION AND SCANNING NEEDS

Contemplating going paperless, relocating offices, looking for easier access to files, trying to mitigate the loss of your paper records from fire, flood or theft or you may need to adhere to new industry requirements; these are many of the reasons our services are engaged, so we can professionally digitise your materials.

WHY CHOOSE SCAN2ARCHIVE?



- ✓ We have been assisting our customers to go paperless for over 35 years'
- ✓ Our scanning process has been Quality Accredited and audited to AS/NZS ISO 9001:2015 standard
- ✓ The safety, security and confidentiality of your materials are our number one priority
- ✓ Scan2Archive is a vendor on NSW Procurement ICT Services SCM0020 Category G20 – Digitisation and signatory to Queensland GITC5
- ✓ We offer a price match guarantee
- ✓ We treat every customer as an individual and tailor our services to meet your needs offering a stress free service
- ✓ Services available Australia wide

WORKING WITH



Planning,
Industry &
Environment

BLACKMORES
THE BEST OF HEALTH



ballina
shire council

**TO ARRANGE A FREE
ASSESSMENT/
CONSULTATION
CONTACT US**



info@scan2archive.com.au



www.scan2archive.com.au



1300 789 684

OUR SIMPLE PROCESS



CUSTOMER CONSULTATION

We digitise based on your needs. We take the time to talk to you and understand first hand the requirements for your individual scanning project. A detailed quotation and scope of work document is then provided for your approval.



SECURE TRANSPORTATION OF MATERIALS

We arrange for the collection of your materials and secure transportation to our facility.



PREPARATION AND SCANNING

Once the materials are received at our facility our operations team will confirm all details and requirements with you prior to the commencement of your digitisation project. Materials are prepared including the removal of plastic sleeves, paper clips and staples. Materials are then cleaned, sorted, ordered and any paper tears are repaired ready for scanning. Scanning is undertaken on high speed, state-of-the art production scanners.



QUALITY CHECKING - DATA CONVERSION & SEARCH FUNCTIONALITY

During the final step in the scanning process, every image is checked as part of our quality assurance program. The images are converted to PDF/Tiff/Jpg files depending on your requirement and Optical Character Recognition (OCR) is applied to the images creating easily searchable documents.



DIGITAL FILE DELIVERY

Scanned files and associated digital assets are made available via a secure Dropbox, USB, Hard Drive or FTP link.



SECURE DESTRUCTION

Six weeks after your digital files have been received, we will request your permission to securely destroy the hard copy materials. After your materials are industrially shredded and pulped, we will send you a certificate of destruction (or you can request to have your hard copy materials returned at no extra cost).



OUR SOLUTIONS

DOCUMENT SCANNING

- Employee Records
- Patient and Medical Records
- Building and Development Application Files
- Financial Planning Files
- Financial Documents
- Legal Files
- All client and contract files

PLAN SCANNING

- Architectural/Building Plans
- Drainage Diagrams
- Engineering Drawings, Electrical Plans

BOOK SCANNING

- Textbooks
- Yearbooks
- Fragile and Historical ledger books

MICROFILM SCANNING

- 16 & 35mm Roll Film
- Micro Fiche
- Jacket Fiche
- Aperture Cards

PHOTO SCANNING

- Loose Photos
- Photos Albums
- Framed Pictures
- Negatives
- Slides
- VHS Tapes

MAIL HOUSE SERVICES

- Mail Collected and Opened
- Data Entry, Cataloguing, Data Extraction
- Return to Sender Processing

DOCUMENT SECURITY AND CONFIDENTIALITY

DOCUMENT SECURITY

Scan2Archive regularly digitise sensitive materials for Government departments and private enterprise that require a high level of confidentiality and signing of non-disclosure agreements.

Our scanning facility is the most secure of premises and has the following measures in place; it is closed to the public, no signage on display, possess' a double perimeter security fence, motion activated alarm sensors, back to base security system, real-time internal and external video surveillance and our building is monitored by security patrols after hours. The security of our premises and our client's materials is our number one priority.

CONFIDENTIALITY AGREEMENT

All Scan2Archive employees sign a legally binding confidentiality agreement and receive specific training regarding the handling and processing of sensitive and confidential materials. Additionally, criminal record checks are completed for employees working on restricted projects.



CUSTOMER TESTIMONIALS

"We were thrilled with the work of Scan2Archive. The quality of the scans they produced of negatives, transparencies and prints from our 30 year archive was very high and we'd definitely recommend their work."

Steven Godbee

Australian Brandenburg Orchestra

"While we dealt with the chaos of office relocation Scan2Archive digitised our files. They efficiently managed the process from pick-up to destruction. The final invoice coming in under the original estimated cost."

Mitchell Morley

InConsult

"The project came in on time, in line with our cost expectations and we were kept up to date along the way. We would highly recommend Scan2Archive and have done so in person to other practitioners."

Jill Beecham

Beecroft General Practice

TO ARRANGE A FREE ASSESSMENT/CONSULTATION CONTACT US

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