



Imaging Services

Document Scanning

Document scanning is essentially the process of converting paper documents so that they can be managed and controlled by an electronic document management system. The task of storing, retrieving, sharing and compiling accurate up-to-date information is no longer a nice-to-have feature in today's business. It has become a pre-requisite for organizational survival in areas of compliance, the increased need for efficiency, privacy and risk management.

Benefits of Document Scanning

- Digitizing documents will streamline your business and save you time and money.
- Employee productivity is increased due to the time saved searching for documents stored on paper or film.
- The ability to have global access to your information.
- Ability to answer telephone queries efficiently due to instant access to information. This eliminates the need to call the client back.
- A reduction in photocopying, faxing, storage and courier/mail document transportation costs.
- Reduced time-to-market for products and services providing a competitive edge over your competitors.
- Better control of the security, monitoring and flow of information.
- Improved cash flow through increased productivity, processing invoices and "cash critical" business documents.

Key Applications

- Insurance. Claims and Policy Files
- Accounts Payable
- Proof of Delivery
- Contracts, Mortgages, Loans, Leases
- Financial Reports, Expense Reports
- Human Resources
- Healthcare
- Government
- Books and Manuals

Whether you have a few files to scan, a large volume of historic documents or an ongoing need to scan on a regular basis, Cover-All can provide document scanning for your projects. Using high-speed scanners, your documents will be processed using state-of-the-art technology combined with our many years of experience in document imaging. Give us a call to find out how we can help you take advantage of outsourcing with Cover-All.