

NINE SIMPLE STEPS TO PAPERLESS

Southwest Solutions Group will help you save up to 70% of the costs incurred when scanning in-house.

SAVE 70%

DOCUMENT SCANNING SERVICES & BACKFILE SCANNING CONVERSIONS

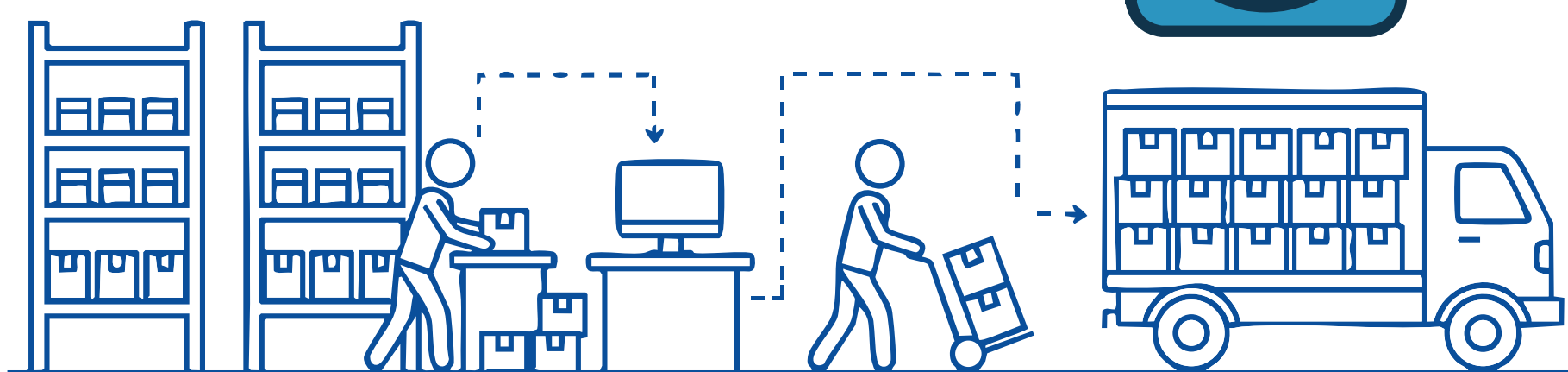


1. On-Site Assessment

Before we start, we visit your site to evaluate your document volume and needs, ensuring the best digitization approach.

2. Secure Document Transit

Typically, you ship your boxes directly to us. If needed, we can coordinate the logistics as an add-on service to ensure safe delivery to our Lewisville facility.



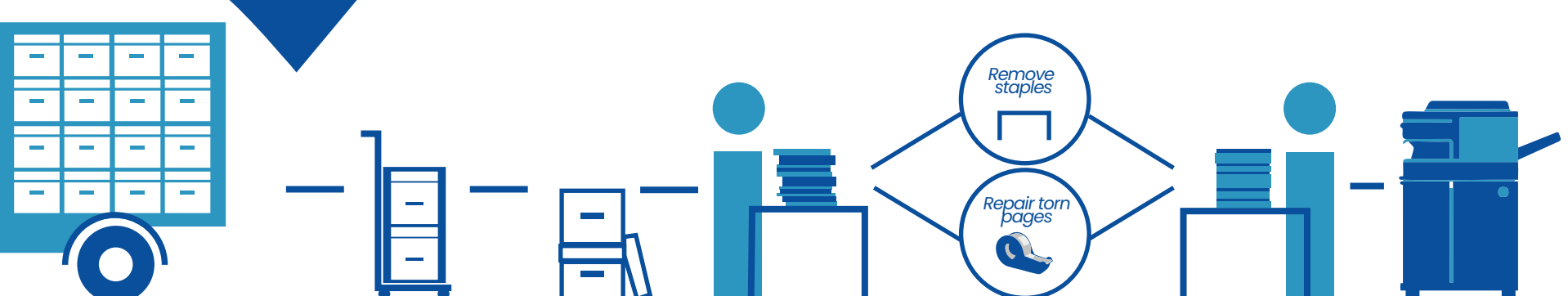
3. Document Prep & Tag

We inspect each box, removing staples, paperclips, sticky notes, and any other imperfections, while tracking each batch with barcodes for flawless handling.



4. Indexing Blueprint

We follow your indexing guide or offer expert indexing as a service so your digital files are structured exactly as needed.



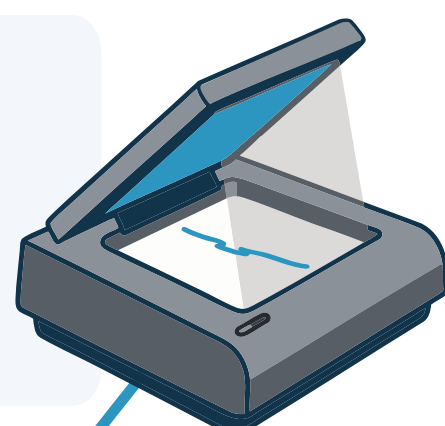
6. Image Perfection Check

We inspect 100% of the scanned images for correct orientation, clarity, and blanks, ensuring top-notch quality before anything moves forward.



5. Precision Scanning

Using high-performance scanners, we digitize at 300 DPI. Need even sharper detail? We offer up to 600 DPI for an added fee.

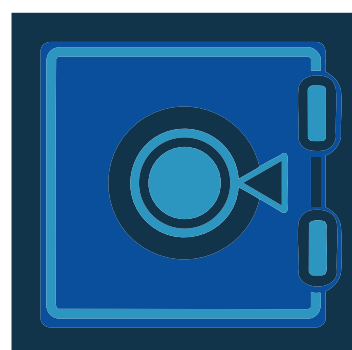


7. Custom Digital Delivery

Once approved, we deliver your files in PDF or your preferred format (.pdf, .jpg, .tiff) via secure cloud transfer or encrypted hard drive.

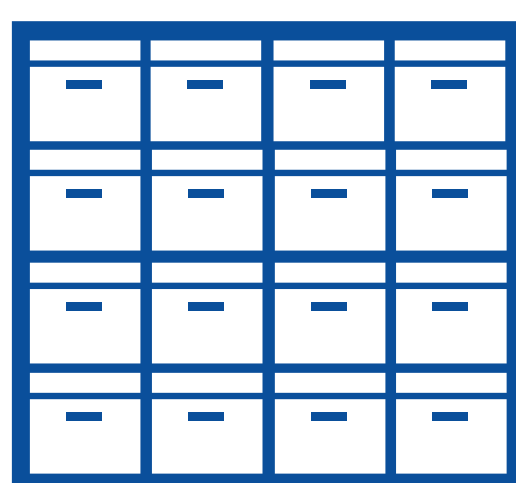


90 days



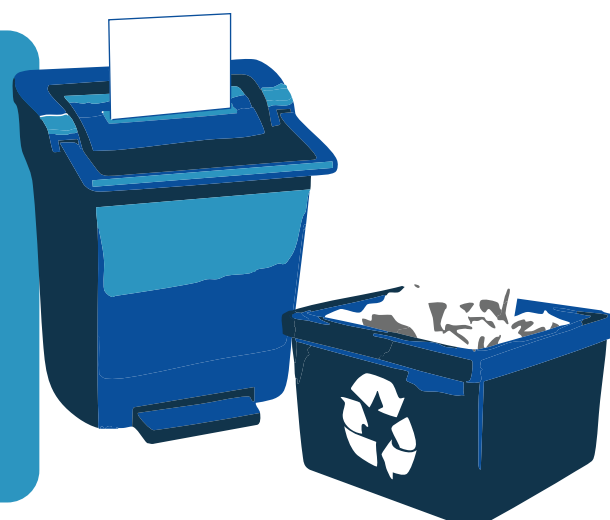
8. 90-Day Assurance Hold

We store your physical documents for 90 days, giving you time to review and request rescans.



9. Return or Secure Shred

60 days after the assurance hold period ends, we will send you a purge and shred survey. You choose whether to have your original documents returned or securely shredded for complete peace of mind.



INDUSTRY LEADING SUPPORT

Southwest Solutions will provide a project manager to work with you and your staff from start to finish. Our project managers have over 50 year combined experience in document management and data capture.

*We can also provide secure on-site document scanning services to meet your business' needs.

SOUTHWESTSOLUTIONSGROUP

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