

RecordMax[®]

Document Imaging Services

*Conversion of Paper Based Records
into Electronic Documents and Images.
Document Preparation, Scanning,
Indexing and E-Delivery Services*

I n f o r m a t i o n W e l l P l a c e d [™]

visit us online today at www.recordmax.com



THE SCANNING OF SPECIFIC DOCUMENTS REPRESENTS A REAL OPPORTUNITY

- ✓ Documents to be Kept Forever
- ✓ Documents or Records that may Require Immediate Access
- ✓ Documents that may be Retrieved Repeatedly
- ✓ Documents like Accounts Payable that may Require Multiple Touches from Senior Managers or Staff



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VERSUS OTHER LESS ATTRACTIVE BUT UNFORTUNATELY ALL TOO COMMON CHOICES

- ✓ Inefficient Space Utilization & Costs
- ✓ Lack of Shelving or Proper Space Creates Damage and Disorder
- ✓ Inability to Find Information Efficiently Creates Measurable "Soft" Costs
- ✓ Typically No "Check-in, Check out"
- ✓ Susceptible to the Elements, Pests, Critters or Unknown Neighbors



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THE KEYS TO EFFICIENT E-DOCUMENT MANAGEMENT

- ✓ The Right Indexing Solution
- ✓ Efficient Document Preparation
- ✓ Defined Processes with Focus on Both Productivity & Accuracy
- ✓ Trained Staff with Oversight and Quality Control
- ✓ Proper Maintenance of Scanners, Software and Scanning Environment

RecordMax Access Authorization Listing
For Retrieval of Confidential Customer Information



Customer/Company Name: _____ Phone Number: _____

Acting as the primary representative for the above named corporate entity, I hereby represent that the person listed below shall have access to retrieve the information submitted to RecordMax Consultants, LLC ("RMC") for storage and are authorized to request similar services on behalf of the organization. I understand that all information stored on behalf of RMC customers is considered confidential. Customers understand that RMC will use its best efforts to verify and enforce the restriction that only those persons as named and authorized on this form in the past, present or future shall enjoy the right to access confidential customer information. For further information, please contact your local business unit representative.

Access to Customer Information will be provided only to the following authorized individuals:

First and Last Name _____ Department _____ Function (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____	First and Last Name _____ Department _____ Function (Optional) _____ Secondary Security _____ Phone and Extension _____ Email Address _____
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Primary Contact Person Name: _____ Title: _____
Authorized Primary Customer Representative: _____ Signature: _____ Date: _____

Information Well Placed™

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FROM ACTIVE OR LARGER VOLUME PROJECTS

- ✓ Trained and Experienced Staffing to Assist With Organization
- ✓ Proper Care and Handling with Special Security Envelopes or Packaging for Individual File Folders
- ✓ Unique, Comprehensive Expertise With Healthcare, Legal or Financial Information



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BARCODED "BREAK" SHEETS AUTOMATE DOCUMENT SEPARATION

- ✓ Inserted Prior to Scanning in the Preparation Processes
- ✓ Document Separator Sheet Saves Significant Time Avoiding Manual Keypunched Commands
- ✓ Consider Barcode Based Indexing Solutions for Additional Applications



DOCUMENT BREAK

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OFFERING WELL-TRAINED PROFESSIONALS

- ✓ Cross-Trained, Professional Staff
- ✓ Rotating Task Management Assures Review & Adherence to Processes
- ✓ Separate Systems Designed Specifically for Quality Control
- ✓ Ten + Years of Imaging Experience
- ✓ Clean & Organized Environment
- ✓ Leveraged Cost of Labor, Equipment & Overhead With Other Organizations



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FILE BY FILE INDEXING

- ✓ Optional Capture of Descriptive Information From Individual Files or Container Contents
- ✓ Trained and Experienced Key Punching
- ✓ No Project Too Big or Too Small
- ✓ Enhanced Compliance and Comprehensive Reporting
- ✓ Bonded Personnel You Can Trust



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DELIVERY AND DISPOSITION OF IMAGES TO FIT YOUR SPECIFIC NEEDS

- ✓ Transfer of Images via Email or FTP
- ✓ Transfer of Images to CDs or DVDs
- ✓ Migration into a Variety of Document Management Systems
- ✓ Complete Audit Histories
- ✓ Digital Archiving & Hosted Solutions
- ✓ Enhanced Compliance and Reporting



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COMBINE IMAGING WITH OTHER COST EFFECTIVE RETENTION STRATEGIES

- ✓ Secure RecordMax Document Storage Facilities Offer Cost Effective Protection Against the Elements
- ✓ Designed Specifically for Storage of Information Assets with Convenient Areas for Client Review
- ✓ Clean and Organized Work Space With Office Equipment for Copying or Facsimile Needs
- ✓ Professional Staff to Assist With Projects or Other Disposition



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WITH ONLINE SOFTWARE FOR PHYSICAL RECORDS

- ✓ Online Management Tools Help Organize, Index, Manage, Retrieve and Ultimately Destroy Assets
- ✓ Easy to Use Yet Powerful
- ✓ Online Banking Type Security and Multi-Level Access
- ✓ Order Anything From Records in Storage to Supplies



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RecordMax®

RECORDMAX PARTNERS WITH THE BEST

- ✓ RecordMax is an Authorized Reseller and User of Digitech Systems Capture and Electronic Document Management Systems
- ✓ RecordMax is an Authorized Reseller and User of Kodak Desktop Scanning Solutions
- ✓ RecordMax is an Authorized Reseller and User of Fujitsu Desktop Scanning Hardware



Kodak
Desktop Scanners
RESELLER

FUJITSU

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A VARIETY OF SOLUTIONS TO TRULY HELP YOU PROPERLY MANAGE INFORMATION

- ✓ Storage and Retrieval of Paper Records, Documents, Drawings, Blueprints, Back-up Computer Tapes and Other Data or Information Assets
- ✓ Indexing and Purging Project Mgmt.
- ✓ Records Management Products, Software and Imaging Systems Solutions
- ✓ Document Prep, Scanning / Imaging, Key punching & Digital Archiving
- ✓ Paper Shredding and Data Security



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*Contact a Local Representative or E-Mail info@recordmax.com
for your Free Records Management Program Assessment*

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