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## DOCUMENT CONVERSION SERVICES

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“Securely Converting Documents,  
Delivering Quality Results”

### Conversion Process:

- **Document Preparation**- Documents are prepared for scanning.
  - Staple removal
  - Separation of files/documents
  - Cataloging of units
- **Scanning**- Prepped documents are scanned and pre-indexed into document management software, such as OnBase, using high-speed scanners.
- **Indexing**- Scanned documents are viewed, categorized, and indexed upon your requested/specified indexing values.
- **Image & Index Transfer**- Electronic files will be returned to you through electronic transfer (VPN), Intranet, or merged into your existing OnBase system through DIP process.
- **Document Destruction**- Following the electronic transfer, documents can either be returned or shredded. Documents will be shredded 6 times smaller than the industry standard and on-site for heightened security of your documents.
- **Quality & Confidentiality**- Each step of the integration process is strictly supervised to ensure the highest level of quality control, confidentiality, and security as your documents move through the conversion process.

*Let us help you...*

- *Reduce your overhead & storage costs*
- *Gain quicker access to your documents*
- *Optimize your business processes*
- *Increase productivity*
- *Improve customer service!*



*If you have document  
conversion needs...*

**Contact us today at**

**800-933-0180**

*or*

***info@continuumsys.com***

*for further  
information & price  
quoting!*