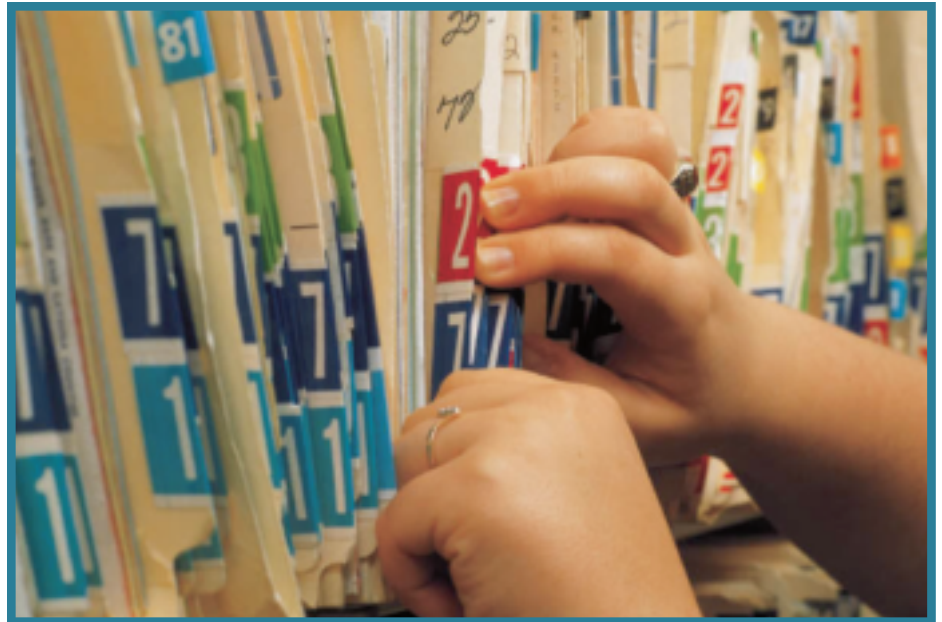


Paper to Digital Conversion

Document Imaging Services

- *Free Comprehensive Needs Analysis*
- *Complete Project Planning and Estimating*
- *Secure Shipment and Storage of Your Documents*
- *Complete Inventory and Tracking of All Files*
- *Careful Preparation and Handling of Your Documents*
- *Scanning of Bound Books, Color Images, Oversized Documents, Maps, CAD Drawings and more.*
- *Timely Turn Around and Delivery*
- *Online Data Hosting or On-site Document Management Systems*
- *Complete Records Management Capabilities*



Many of our clients are faced with the significant challenge of managing years of accumulated documents. At ForSight Imaging, we help make the valuable information stored in these pages easily accessible by a process known as “Document Imaging” – the conversion of paper records to electronic images via a computer system and scanner. When these valuable information resources are converted from a traditional paper-based system into an electronic system, the resulting improvements in accessibility, office productivity, and information distribution can be quite dramatic.

ForSight Imaging provides high quality, cost-effective, document scanning of a wide range of documents. Whether it’s meeting minutes, marriage, birth or death records, financial records, personnel files, payroll and book-keeping, reports, maps, engineering and architectural documentation, or other documents overflowing your filing cabinets. ForSight Imaging can convert virtually any documents you have accumulated over the years.

This service is performed onsite or at our secure facility. We will scan and transfer your information into electronic format and deliver to you on CD, DVD or other media for easy accessibility and disaster recovery.



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