

Scanning & Data Solutions Ltd

Scanning and Document Management Services

www.scansolutions.co.uk

Document and Drawing Scanning Services

Drawing Scanning from 40pence per scan!

Colour Drawing Scanning from £1.50 per scan!

Document Scanning from 2.5pence per scan!

Microfilm Aperture Card Scanning from 15pence per scan!

*Minimum order charge £25.00

Is a Paper Mountain getting on top of you?

Let Scanning and Data Solutions scan and organise your filing for you....



Are you paying Copy Shop prices for scanning and printing drawings?

Speak to us about our competitive Drawing Scanning Services!



About Scanning & Data Solutions Ltd

Scanning & Data Solutions Ltd are specialists in digital scanning solutions, scanning bureau services, scanning hardware and document management.

Our Scanning Services specialize in the conversion of paper (A4 to A0+ in size) and microfilm information to digital formats. We are an SME business who pride ourselves with a high quality of service together with an excellent technical expertise attained over the last 15 years in the industry.

Our mission is to provide our customers with the best service at a reasonable cost.

To meet client requirements, on-site and off-site scanning facilities are available for most scanning services, including microfilm scanning, drawing scanning and document scanning.

Offsite storage services offer clients a safe and secure facility to store archive and live files, offering a scan-on-demand facility for fast return of information.

We are registered with the Information Commissioners Office for Data Protection (reg Z2002164) and have signed the Data Protection Promise.

We have a superb track record with customers from large blue chip organisations, local government, Aerospace, Financial, Rail and General Engineering and also other SME businesses. We therefore have plenty of reference sites that we would be happy to put prospective clients in contact with.

- **Document Scanning Services**
- **Drawing Scanning Services**
- **Automatic CAD/Vector Conversion**
- **Map/Colour Drawing Scanning**
- **Microfilm Scanning Services**
- **Document Management Software**
- **Document & Drawing Scanner Sales**
- **Database Development**

Contact us:

Tel: +44 (0)1442 877220

Fax: +44 (0)1442 877440

Email: sales@scansolutions.co.uk

Web: www.scansolutions.co.uk

Scanning & Data Solutions Ltd
1 Vicarage Road
Potten End, Berkhamsted, Hertfordshire
HP4 2QZ

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Scanning Services in Brief:

Colour and Monochrome Scanning of Documents and Drawings from A4 to A0+

Onsite and Offsite Services

Scanning of Maps, Posters, Drawings

Microfilm Scanning Services

PDF/A-1b Compact ISO19005-1 Level B

PDF/A-1b Raster ISO 19005-1 Level B

TIFF, JPEG and many others.

Searchable PDF files

Optical Character Recognition (OCR) Services

Secure Encrypted Data Transfer



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Scanning Services

Scanning services for almost any format of document, drawing or microfilm. Post scanning activities such as OCR, Searchable PDF conversion and indexing.

Most scanning services can be performed either off-site at our premises, or on-site at any of your premises. Often documents and drawings are either valuable, in constant use, or highly confidential. Either way, the ideal solution is for us to bring people, equipment and expertise to your site, so your information does not have to leave your possession.

We are registered with the Information Commissioners Office for Data Protection (reg Z2002164) and have signed the Data Protection Promise.

Typically we would create either TIFF, JPEG or PDF file formats. More and more PDF is becoming the norm. PDF is now a recognised ISO file format, we can obviously create these formats:

PDF/A-1b Compact ISO19005-1 Level B

PDF/A-1b Raster ISO 19005-1 Level B

Searchable PDF files - In addition using our Powerful PixEdit software, for which we are the UK distributor, the PDF files can be made searchable using OCR technology.

Indexing - Once your information has been scanned, you will need an efficient method of searching and retrieving it. Information that is scanned will need to be indexed with its attributes, for example drawing numbers, document numbers, titles, issue levels etc, information that is useful to you.

Normally it is not necessary to spend thousands of pounds on document management software, for example, utilising searchable PDF files and naming each file with your index information means that you will not need to purchase any software.

Some scanning projects may require either a simple document retrieval system or a comprehensive document management solution, both of which we can provide.

Data Delivery - Typically the data is returned to you using encrypted CD/DVD discs. We also have facilities to return the data via FTP.

Document Scanning

Scanning of both high volume and low volume small format documentation. Typically 20,000 A4 sheets of paper can be scanned and stored on just one 700Mb CD ROM. Therefore many filing cabinets that are generally expensive to store and locate can be squeezed down to a few CD ROMS.

Once the document scanning is complete, the original paper can either be returned, confidentially destroyed or stored in the secure document storage area.

Large Format Drawing Scanning

Scanning of large format drawings/documentation from A3 to A0 plus in size. Both colour and monochrome drawing scanning services are available. Typically 2,500 A0 monochrome drawing scans can be scanned and stored on just one 700Mb CD ROM. Therefore many drawing cabinets that are generally expensive to store and locate can be squeezed down to a few CD ROMS.