

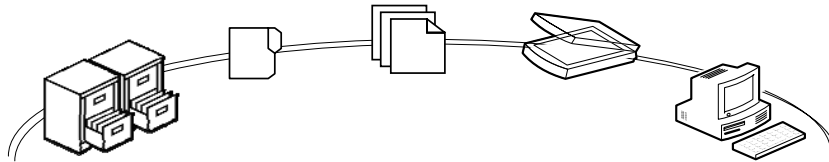
Document Conversion Services

Intellinetics Professional Services

Converting your businesses paper records into electronic format reduces file retrieval time, decreases storage costs, eliminates lost documents and enables secure, immediate, and shared access to your business' mission-critical documents.

Backfile and Day-Forward Document Conversion

Today, many companies are faced with the momentous challenge of managing years of accumulated paper and electronic documents. At Intellinetics, we provide a "document imaging" solution—the conversion of paper and electronic documents into electronic images via a computer system. When these valuable information resources are converted from a traditional electronic or paper-based system into an electronic system, the resulting improvements in accessibility, productivity, security, and information distribution can be quite dramatic.



Intellinetics Document Conversion Services

Intellinetics document conversion services provide a comprehensive, turnkey solution to your paper or electronic document requirements.

Our document and electronic conversion services include:

- Comprehensive needs assessment
- Database and system analysis
- Document mapping
- Data extraction/conversion
- Delta conversion, conversion reporting and audit trails
- Complete project planning and management
- On-site or off-site document conversion
- Careful preparation and handling of your documents
- Scanning of document, microfilm, and microfiche
- Cataloging and indexing
- Document Conversion training sessions
- Secure shipment and storage of your documents
- Documents converted to TIFF, PDF, or other standard formats
- Documents delivered DVD/CD-ROM or through secure VPN access

Typical Documents for Conversion

<i>Accounts Payable</i>	<i>Contracts</i>	<i>Case Report Files</i>	<i>Claims</i>
<i>Financial Records</i>	<i>Human Resource Files</i>	<i>Litigation</i>	<i>Loans and Mortgages</i>
<i>Medical Files</i>	<i>Public Filings</i>	<i>Client Files</i>	<i>Student Records</i>

Learn more today

If your organization is interested in converting large volumes of paper or electronic documents into an easy-to-use document imaging solution, please contact us to learn how our professional services team can help.