



# Document Imaging / Streamlining

## Your Challenge

- Internal paper flow is cumbersome, inefficient, out of control  
**or**
- Viewing / retrieving documents is difficult, time-consuming  
**or**
- Increasing document volume has caused a steady decline in productivity.

## Document Imaging / Streamlining Services

Take advantage of Information Advantage's experience with high-volume document imaging solutions.

### **Business Strategy & Objectives**

Efficient document management strategies begin with an understanding of your business. We'll quickly understand your business goals.

### **Redesign of Information Flow**

Information Advantage recognizes the true value is *information*, and not paper. We have expertise in business process management. We'll redesign the flow of paper *and* information through your company to improve efficiencies.

### **Solution Development**

We can help you navigate the confusion of the web world, architecting a total solution. We'll select a software package or set of packages to meet the specific needs of your organization or develop a custom solution.

## Benefits

- Streamlined information flow, timely access to critical information.
- Less paper, less paper shuffling, reduced storage space.
- Increased labor savings often exceeding 50%.
- Improved customer service.

*"Information Advantage's experience in records management and document imaging will help your company gain a competitive edge. Improved document organization will decrease costs and streamline information access."*

**Mark T. Glomstead**  
President  
Information Advantage, Inc.