

# MANAGE your business, NOT your paper

## Okay, so here's the deal...

You run a successful business in the real world, and in the real world that business generates paper.

Whether it's:

- stacked on shelves,
- stuffed in cabinets,
- piled in rooms, or
- forgotten in storage,

It's just sitting there doing what?

## ...costing you money.

The **square footage** could better provide a productive employee the environment to make your company money.



Record **mismanagement** accounts for a 50% loss of workers' time.

The simple process of **locating and retrieval** is cumulatively time-consuming and greatly extended with lost, misfiled, or decaying documents.

Off-site **storage** has it's own list of additional expenditures:

- Rental or leasing fees
- Carrier or runner expenses
- Time consumption
- Increased risk of compliance violation



There are many other direct and hidden costs associated with record mismanagement and **Scan OnDemand** is one of our many services to eliminate them all.

## Scan OnDemand

ABS offers our clients the storage facilities needed to warehouse all their document needs.

With our Scan OnDemand solution, all your records are relocated to our warehouse and inventoried; we also offer On-Site Pack & Pickup (additional service).

When a record is needed, it's:

- 1) Pulled from our inventory
- 2) Scanned into an encrypted web portal
- 3) Made available from any desktop

The whole process is typically completed within a matter of minutes.

Each of your users is provided unique credentials to access our secure system; additionally, document-level security guarantees each person access to authorized information only.

There's no long-term contract to sign. With our company, you simply pay by the month based on the amount of shelf-space you use plus the number of pages scanned.

increase  
**50%**  
productivity

Providing Document Management Services since 1997

### Regulatory Compliance

- HIPPA
- Sarbanes-Oxley

### Warehouse Storage

### Document Destruction

### Secure Web Access

### Latest Technologies for Data Protection

### Need a free quote?

(866) 297.1901  
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**Advanced  
Business Systems**

- No long-term contracts
- OnDemand retrieval
- Multiple access to same record
- Access from any desktop
- Secure & regulatory compliant
- Competitive storage rates
- Restricted access to physical files
- 24-hour surveillance
- Volume discounts