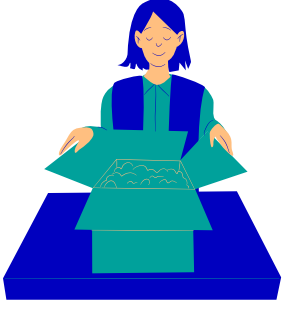


SCAN ON DEMAND

Scan-on-Demand is ideal for any organization needing to:

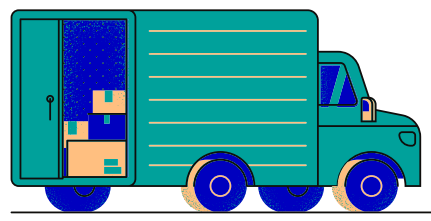
- Free up floor space and reduce costs by storing documents offsite
- Have documents available anytime, anywhere via secure web access
- Create a secure central environment where multiple employees can rapidly retrieve documents



Your project starts by carefully packing your paper records in standard bank boxes.



At pick up, eBizDocs tags boxes and enters each box in its secure tracking system.



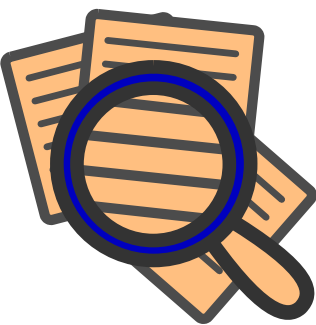
Boxes are transported to eBizDocs facility and the tracking is updated through the entire process.



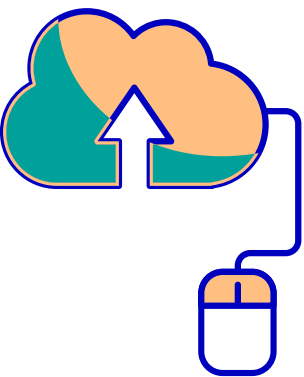
When you need a document(s), simply submit a request



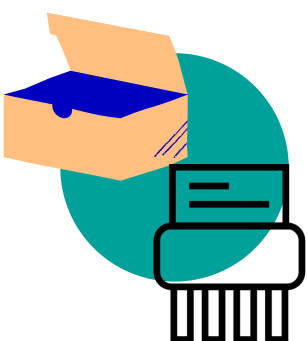
eBizDocs will pull the correct box and locate the desired document(s)



Each requested item is inspected and prepared for scanning



Scanned documents are uploaded for secure online access



Scanned paper records are returned to their box for storage, or shredded in accordance with your retention schedules.

Scan on demand is a hybrid approach that bridges the gap between fully paper based and paperless operations.

Start your project, make the call.
866-816-1217 Or visit ebizdocs.com