



Sleep easy - we have this under control

Path for Physical Files

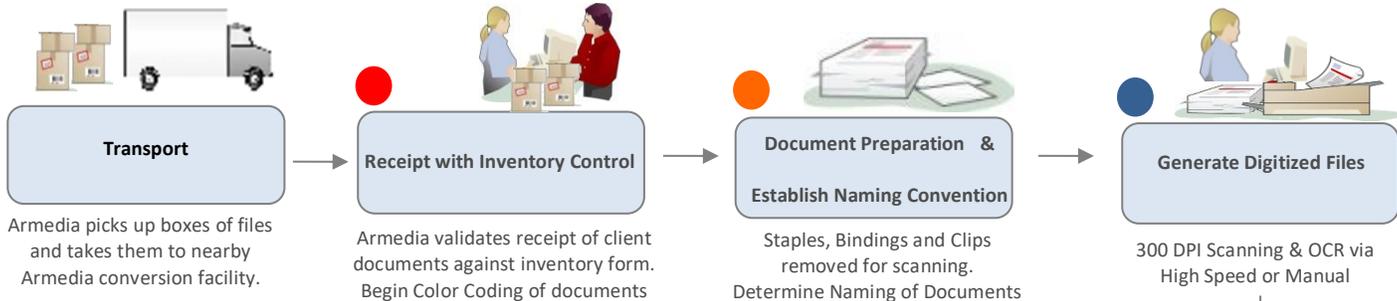


Pack Up Box Inventory, Tag Boxes for Armedia and Establish a Chain of Custody

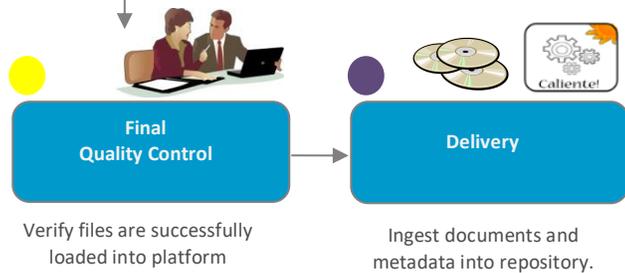
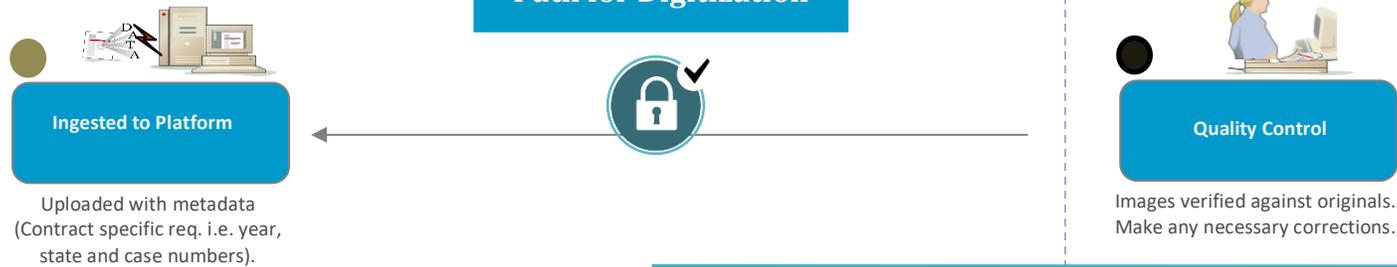
Armedia verifies inventory of boxes. Client signs Chain of Custody form.



Document Scanning Workflow

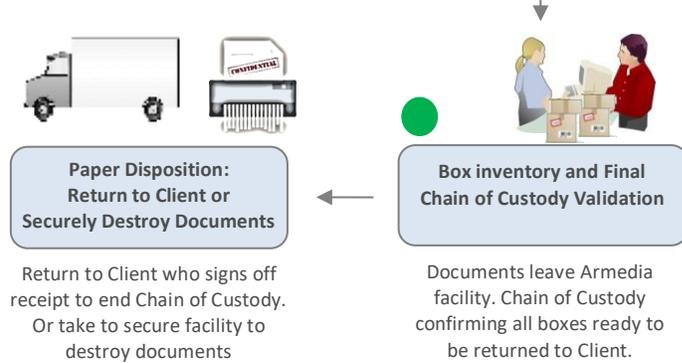
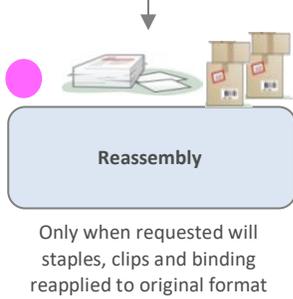


Path for Digitization



‘We were really impressed with the set up that you put together. The different stations between doc prep, scanning and QC are crucial to any successful scanning business and **you guys definitely have the proper plan in place.** We see a lot of production scanning environments and this was **one of the cleanest, most planned out operations that we have ever-seen.**’

Mike Hirko
Regional Account Manager
Northeast & Mid-Atlantic
Fujitsu Computer Products of America



Safely, Securely, Successfully Scanning Documents