



Document Imaging

From Hard Copy Documents to Searchable Digital Images

FileVault will prepare, scan and index your business records, providing you with unprecedented convenience and immediate availability. Our thorough Q.C. process is unique in the industry, and we code a connection between your digital images and their original hard copy documents.

- **Quality Control Before, During and After**
Before starting, we look at every document to ensure it is prepared for an accurate scan. After scanning, every image is again reviewed to make certain it is clearly recognizable and readable. Questionable images are always rescanned, and we always perform document-to-image counts. Our goal: 100% accuracy!
- **Detailed and Searchable Indexing**
Documents are identified with separator pages that carry code to identify document type and as much specific information about the document you require. Images are found faster and more accurately during searches while lost images are prevented.
- **Maintains Link to Original Documents**
Only FileVault ensures your digital images are forever linked to their original documents, which are protected in our secure Records Center for speedy retrieval if you ever need them. We also archive digital copies of all your images for total peace of mind.
- **Multiple Access and Distribution Options**
We'll provide you with CD's of images for use in your own database (keeping copies in our Media Vault), or we can catalogue them via an ASP model on secure servers, available 24/7 online. We can even provide you with hard and software configurations for your own onsite image library.

YOUR RECORDS
OUR SITE
ON DEMAND
SECURE
BARCODED
ACCESSIBLESM



839 Exchange Street, Charlotte, NC 28208
ph 704.392.6269 fax 704.395.2699 www.filevaultusa.com