

Benefits

Who is imaging for?

Anyone and everyone! From small business to major corporation clients. Imaging can also be used for personal business such as taxation, family history, photos, filing, letters etc.

Scanning is available from A0 plans down to business cards, from single files to multiple archive files.

Here are some examples of industries currently using DISC services:-

- Telecommunications
- Hospitality
- Government Bodies
- Health Authorities
- Councils
- Mail order
- Transport
- Insurance
- Accountants
- Solicitors
- Architects

Why use imaging?

Have you considered how much it costs you to store your documents?

Imaging dramatically alters the workplace by reducing cumbersome paper storage and virtually eliminating filing cabinets.

Did you know that on average up to 10 archive boxes can be scanned onto one CD? Approximately 60-70 Archive Boxes can be stored on on DVD!

How often is a file manually misfiled or misplaced?

By having your documents stored on CD you can have instant and secure access to the required file/document.

How many hours daily do your employees spend filing/retrieving/processing documents?

Imaging systems allow documents to be found within seconds, with the use of just a few keystrokes. Employees spend less time filing and retrieving, reducing the human error factor and creating greater efficiency and a faster turnaround.

What is the cost to your company?

Imaging can assist in increasing profit margins through both the efficiency and accuracy it brings into the organisation leading to greater customer satisfaction. **Cost Savings**

Imaging also assists businesses with cost savings such as storage space, employee labour, stationary, photocopying and printing. **Benefits of imaging**

- Cost savings
- Immediate and accurate document retrieval at your fingertips
- Simple to use
- Accurate record management
- Enabling you to deliver improved response times to your clients
- Saves storage space
- Reduces human error