

Document Problems?



Do You Have These Problems?

Can't find, or it's taking too long to find important documents.

Files are not so portable.

Sharing files over distances or multiple users is awkward.

Don't have back-ups of your paper files.

Running out of storage space.

Buried in paper.

Files are falling apart from over-handling.

Cost of storage is increasing.

Boxes of legacy records need to be kept but are hardly ever used.

We have investigated problems that professional and business people experience with their paper files and have compiled the list in the yellow sidebar. If you can relate to any of the listed problems, you may benefit by reading the rest of this brochure to see how we can help you.

Our Solution

We can scan your documents to CD. This simple and elegant solution has several benefits that are outlined here.

Simplify file tracking and increase productivity

Converting to electronic storage reduces lost files and misfiled documents. We can even create a file tracking system for you.

Keep information at your fingertips

Entire files reside on CDs in your office or with your laptop PC but the original paper files are stored off-site.

Make sharing documents effortless

Multiple users can access the same documents simultaneously through e-mail and fax across your company's network, Intranet, or the Internet.

Improve collaboration

Unlike paper, electronic archives are easily shared. Many employees will distribute electronic documents that they would not copy and fax if they were in paper form.

Make files portable for home office & business travel

Electronic documents empower mobile workers, allowing access to key information when and where they need it.

Save space in your office and the cost of storage space

CDs take up much less space than the equivalent amount of information stored in paper files. One four-drawer filing cabinet holds approximately ten thousand pages, which can be stored on one CD. Your paper originals can be stored at a cheaper and/or larger facility.

Save copying and paper distribution costs, and time

Electronic files are easier to copy and distribute.

Protect sensitive and important information

Scanned documents can be protected with a password.

- CDs make effective offsite backups and archival storage of vital records, simplifying disaster recovery planning.
- Scanning preserves documents that would otherwise deteriorate on paper. It reduces handling of fragile paper.

Reprint selected pages easily

If you want to discuss this service further, or if you have any questions, please contact us.



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