

Document Imaging

Document imaging is the process of converting paper-based information to electronically stored and managed images providing the user with readily available information and the ability to locate important information in seconds.

Documents are scanned to industry standards, from 100dpi to 600dpi or higher, in black and white, greyscale, or high quality colour.

You simply log on to our website. Access the online search to retrieve any imaged file, removing the need for expensive internal IT systems and management.

Document imaging services:

- ✓ Full range of image and data capture services
- ✓ Optical Character Recognition (OCR)
- ✓ Image retrieval via the internet
- ✓ Accessibility – available 24/7
- ✓ Enables full text search
- ✓ Secure

**It's easy, find out how.
Freecall 1800 362 746.**

The Doc Shop, protecting your privacy and security



THE DOC SHOP
managed document solutions

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Managed document solutions for your home and business



Photocopy Paper

- Purchase from the Doc Shop
- Delivered to your door step
- Australian made

Off Site Archive Storage

- Document Storage
- Data Storage
- Image Storage
- Document scanning

Paper Recycling – Unsecure

- Recycled waste paper
- Recycled cardboard
- Bulk clean ups

Secure Information Destruction

- Confidential shredding bins
- 120 Litre, 240 litre bins or bulk clean ups
- On site shredding
- Media destruction

Recycling – E-Waste

- Old computers and printers
- Redundant IT equipment
- Battery buckets
 - Alkaline battery recycling

Box Sales

- Archive boxes
- Moving boxes – small and large
- Australian made, high quality

Safe Deposit Boxes

- Private
- Securely store your valuables or irreplaceable items
- Available in a variety of sizes
- Short or long term rental

Office Relocation & Maintenance

- Relocations or internal office moves
- Moving crate hire available

**Professional, confidential,
secure and easy**

**Find out how we can help.
Freecall 1800 362 746 today.**



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