

Document Scanning

Whether you are looking for improved access to archived records, or converting your paper records to electronic format, the DocShop is able to provide a document conversion solution to meet your needs. The DocShop can scan to a variety of formats, including PDF and JPG. If you have a hard-copy document, we can scan it.

Document scanning services include:

- ✓ Free on-site analysis
- ✓ Pick up and delivery of files to be scanned
- ✓ Bulk scanning of archived documents
- ✓ OCR text rendering
- ✓ Back Scanning
- ✓ Project Scanning
- ✓ Scan on Demand
- ✓ Tailored, cataloguing and indexing

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

The Doc Shop, protecting your privacy and security



...make space

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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