

Image Archive Division

(A Division of Panatron, Inc.)

Document Management Solutions

Document Scanning

Pricing starts as low as 0.07 cents per page!!

Free facility/corporate document management consultation and planning.

- Convert paper hard copies to digital CD/DVD
- Shred or store original files physically or electronically
- OCR (Optical Character Recognition) technology
- Information recalls and e-mail service available
- Free pickup and delivery!
- Scanning at 200-300 DPI

Scheduled Paper Shredding

- Locked collections container provided
- Scheduled collection and purge weekly, bi-weekly, monthly.
- Certificate of Destruction
- DOD Compliant
- Shredded material recycled

Call us at:

(909) 579-8244

(800) 925-5216

Sales@iad.panatron.com

Your Privacy is our Business



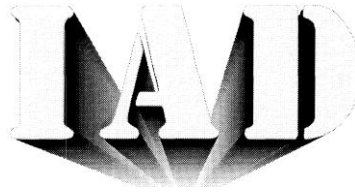


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Document Scanning and Shredding

Convert your hard copies into **CD/DVD**.

We can also destroy your documents

- Tax Returns
- Bills and Invoices
- Legal Documents
- Kids School Work
- Keepsakes

Don't throw away your personal, confidential documents. Let us safely and permanently dispose of them.

Free Pickup

Free Delivery

Clean out your garage and files cabinets!!

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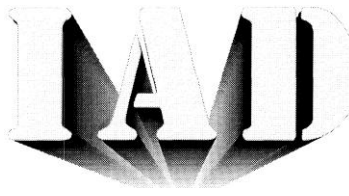


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Document Management Solutions

Professional Document Scanning

- ❖ Scan documents at 200-300 DPI
- ❖ Convert document to PDF CD/DVD
- ❖ OCR (Optical Character Recognition) technology
- ❖ Shred originals and provide certificate of destruction
- ❖ Store originals physically and electronically

Standard starts at \$0.07

- ✓ Free Pickup
- ✓ Files Pre-prepped
- ✓ Scan files into database
- ✓ Convert files to **PDF CD/DVD**
- ✓ Reconstruct physical files
- ✓ Free delivery

***** DOD Compliant *****

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IAD-Image Archive Division of Panatron, Inc

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Document Scanning and Archiving

“To scan or not to scan”

Paper based records are still the preferred method of record keeping for most businesses, including Property Management, Real Estate, Finance Companies, and Health Care industries to name a few. The majority of business owners and administrators still find their ease of data entry and low cost hard to part with. However, the ease of data entry at the point of contact, sale or care, is only the first step in the document management process.

Paper documents require a significant amount of storage space compared to digital records. In the US most states require physical records to be kept from three to seven years depending on the industry. When paper records are stored off site, retrieving them back to the office for review, litigation, billing disputes or general information is very time-consuming. In addition, making copies, faxing, transporting, and storage fees can be costly.

Digital records are easily accessed and can be printed, e-mailed, and shared appropriately with authorized viewers. Furthermore, the “after entry” benefits of being able to easily add or modify existing files for ongoing customer relationships, and general office activity can be done quickly and efficiently as opposed to physically locate, and search for that one document among many.

Image Archive Solution

Step 1: Image Archive picks up your documents for free.

Step 2: Your documents are scanned using OCR (Optical Character Recognition) technology into our server.

Step 3: Our digitalized records are transferred onto a CD/DVD formatted to your business.

Step 4: Original documents are either destroyed and a “Certificate of Destruction” is generated or returned back to customer.

Step 5: Free delivery via IAD transport, mail or e mail.

Step 6: Download your new digital records into your server, keeping your CD/DVD in reserve.