



future office solutions

0800 043 5724

# free your space

## document scanning

- ▶ back scanning
- ▶ book scanning
- ▶ invoices
- ▶ scan on demand
- ▶ post room
- ▶ forms processing
- ▶ drawings
- ▶ surveys
- ▶ HR, patient records, councils, etc.

Cleardata is a leading provider of document scanning in the UK. With blue chip, local authority and NHS clients, information security and quality is integral to our business.

Whatever your business, Cleardata can help you free office space, go paperless, reduce costs and improve efficiencies. Let us be your virtual post room, scan and automate your accounts payable process or simply digitise your archives.

Accredited to ISO27001 and ISO9001 you can trust us to look after your documents. With an experienced team of 30 document management specialists, all CRB checked.

Document scanning is our core business, the bureau is set up for optimum production and quality, using the latest Kodak Capture technology. Documents can be output to any digital format, to put it simply we haven't failed to be compatible with any system to date.

A scan on demand service is provided offering secure archive storage with fast digital retrieval. Documents can be stored, retrieved and uploaded to a secure FTP as and when required.

Cleardata provides the latest security, from Biometric finger print entry, to argon gas protection. The archive is also protected with a VESDA system (very early smoke detection alert) and Redcare Security.

The company doesn't use third parties and even has its own onsite shredding facility, enabling us to offer you the full document lifecycle - Scanning, Archiving & Shredding.

For further details call or e-mail today. Read our data sheet on online-document-management for information about document management services.



- ▶ save and re utilise space
- ▶ reduce office overheads
- ▶ go paperless
- ▶ simple keyword retrieval
- ▶ protect documents from disaster
- ▶ reduce manual data entry

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