

about scan on demand



Cleardata's purpose built document scanning and storage premises with an onsite scanning bureau, the company provides secure storage with fast digital retrieval.



fast digital retrieval

benefits of scan on demand

- Save space—re utilise space
- Reduce office overheads
- Go paperless
- Secure document storage
- Fast digital retrieval
- Protect important documents from disaster
- Improve your customer service

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Cleardata is one of the largest document scanning and archiving companies in the UK, with experience dating back to 1979.

Cleardata has ISO9001:2000 and ISO 27001 systems for Quality standards and Information Security. Specialist services include:

- Large back scanning projects
- Regular scanning work
- Secure Document Storage
- Scan on demand

scan on demand

Have your documents scanned only when you need them holding your records in a highly secure archiving facility in the meantime. Documents can often be returned within hours if urgently required.

Step 1 ring/email/ fax your file

Step 2 We scan and upload to a secure website

Step 3 You enter the password and retrieve the file

Simple & all without leaving your desk!

improved customer service

Fast retrieval for stored documents can help your business to improve customer service levels. Outsourcing your files for storage doesn't mean that you'll have to wait for a week before they see the light of day again. Scan on demand offers a fast turn around for outsourced archive document storage.

As a client of archive storage & scan on demand, your files will be recorded and bar coded and we can provide you with pre indexed list for your use.

cost effective service

Budget restraints sometimes prevent clients from having all their documents scanned at once. Scan on demand is an effective tool for businesses to identify which of their files should be scanned for the future, or even have them scanned gradually to fit their budgets whilst holding all of the records in off site scan on demand storage.

security

The Cleardata headquarters is protected by VESDA (very early smoke detection alert system) which is around 50 times more sensitive than a smoke alarm. The company also offers specialist **Argon gas storage** facilities.