



Image Express provides world-class document imaging systems and services

Document Imaging & Capture
Document Management
Workflow Automation
Business Process Outsourcing

The Road to Paper Freedom



THE ROAD TO PAPER FREEDOM:

WHERE ARE YOU?

“We need to get rid of this paper”

YOU NEED to scan paper locked away in file cabinets to prevent documents from getting lost or damaged. WE provide document conversion services with the indexing & QC you need—onsite and offsite.

Often the first step

“We need a better way to manage documents”

YOU NEED access to documents anytime, anywhere—when it’s time for more than just scanning to email or network folders. WE create document management systems that offer real-time access, collaboration and backup for disaster recovery.

How to save \$\$\$

“We need to capture more than just paper”

YOU NEED to capture all of your company’s information, from electronic forms to email to faxes. WE create capture systems that go well beyond documents—the necessary precursor to workflow.

Manage ALL of your info

“We need to do things faster”

YOU NEED an efficient system to process claims, records and other files to maximize productivity. WE create workflow systems that automate all manual document handling, including system backups.

Take productivity to the next level

“We need a complete ECM solution”

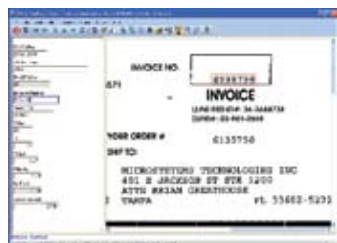
YOU NEED a total document capture, management and archiving solution. We provide systems that include workflow, digital storage, electronic forms, eDiscovery, email archiving, and anything else you need.

You have achieved Paper Freedom

ECM SOFTWARE SOLUTIONS

With over 75 years of enterprise content management (ECM) experience, we know the best solution for the capture, management and workflow for all types of documents—you name it, we can handle it. Our ECM portfolio of services is described below:

DOCUMENT CAPTURE & IMAGING



To capture digital images from paper documents, you need document capture software. These applications also index, extract data, process, and distribute documents and metadata digitally—from desktop use to high-volume production environments.

Image Express is a proud integrator of Kodak and AnyDoc capture solutions.

DOCUMENT MANAGEMENT



Nothing is more critical to manage information contained in both paper and electronic documents than document management software. These applications manage search, access, version control, and the security of all your organization’s documents—keeping you and the auditors happy.

We also integrate document management with your ERP system (Oracle, SAP, Microsoft Dynamics, MAS), line-of-business applications (AP/AR, accounting/financial, HR) and Microsoft SharePoint.

With the cloud option, document management systems are also available for a fraction of what they used to cost, with a monthly operational expense instead of capital investment.

We represent both software and cloud document management solutions from:



WORKFLOW AUTOMATION



Electronic workflow solutions from Image Express provide:

- Automation of manual, error-prone processes
- Increased visibility across the entire process
- An ability to identify process bottlenecks so they can be resolved

Workflow automation allows your people to spend less time chasing paper and more time doing their job, creating process efficiencies in your company that will delight both the CFO and COO.

Tip: combine workflow automation with document scanning and cloud document management to achieve dramatic cost reductions and process efficiencies without the capital expense.

BUSINESS PROCESS OUTSOURCING SERVICES



- Document scanning and conversion
- Legal and wide format scanning
- Virtual mailroom and PO box services
- OCR-optical character recognition, indexing and data entry
- Invoice and claims processing

ECM HARDWARE SOLUTIONS

DOCUMENT SCANNERS



As one of the largest document scanner resellers in the country, we pass along the greatest discounts to you and provide a level of service that no one else can match. We represent the full line of Kodak, Fujitsu and Canon scanners.

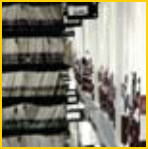
STORAGE SOLUTIONS



Imation InfiniVault provides affordable, future-proof

technology that delivers flexibility and simplicity in long-term data retention, retrieval and recovery. No wonder it’s the industry’s leading solution for long-term digital storage.

CONVERSION SERVICES



Paper Documents

We use top-of-the-line Kodak software and hardware, which allows us to offer 300 dpi scanning for the cost of 200 dpi.



Data Entry

Whether it's keying from documents or images, we can handle an unlimited amount of data entry. One client uses our services to process 175,000 cards per month.



CD/DVD Duplication

Our Rimage equipment provides professionally created CDs/DVDs for every conversion project, and our equipment provides portable media in a networked solution.



Microfilm & Microfiche

Our Kodak equipment also digitizes rolls and jacketed film.



Archive Writing

The answer to long-term preservation: we convert digital images to analog film for up to 500 years of storage.

Wide Format Scanning

Now featuring the newest technology in wide format scanning at the most competitive prices for scanning drawings, maps and other large documents

IMAGE EXPRESS, INC.

Founded in 1997, we have deep experience with enterprise content management—and we're as close as family without the Thanksgiving fights. We serve:

- Over 500 small and mid-sized business who want to get in the game
- County and state governments who want to cut costs and enable public access
- Large companies who want to cut costs and increase customer service, like Ameriprise, Blue Cross & Target



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Image Express is a Top 10 reseller for numerous industry-leading ECM software and hardware vendors. Contact us for a free consultation today.

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