

# RESOLUTION SCANNING BUREAU



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SCANNING • FILE CONVERSION • INDEX MANAGEMENT SYSTEMS

A photograph of a server room with rows of server racks on both sides and a door in the center. The image is overlaid with a semi-transparent blue filter.

RESOLUTION SCANNING BUREAU  
quality accuracy efficiency

## Resolution Bureau Services

Here at Resolution our specialist Scanning Bureau offers a wide range of document, plan scanning and file conversion services. Our customers cover the whole of the UK and we are recognised as one of the leading service providers. The Resolution Scanning Bureau has built up an enviable reputation for providing accurate, high quality, time critical services to Local Authorities and commercial organisations.

## Quality, Accuracy, Efficiency

Resolution Bureau Services are warranted at an accuracy rate of 99.35% on indexing and image work. Scanning quality to meet full legal specification BSI 110008/BIP 0008 if required.

We can deliver time guaranteed services and a range of indexing systems for rapid retrieval of files.

Our specialist bureau site offers safe warehouse storage of files as well as secure document destruction

Our dedicated operators provide specialist expertise and consultancy services for evaluations and guidance.

QUALITY • ACCURACY • EFFICIENCY

## SCANNING

### **Documents, Plans, Images, Film**

#### **Scanning of all formats**

**A4/A3 document and images up to and exceeding A0**

**Colour: documents from A4-A0, maps, slides, photographs, prints**

**Microfilm: roll film, microfiche, aperture**

**Flexible output formats in all bit-depths including TIFF, JPEG, PDF and PDF/A for archive**

**Inputting of images into document management systems**

**Indexing of digitised information for use in document management systems for quick and easy retrieval**

**Scanning quality to meet full legal specification BSI 110008/BIP 0008 if required**

**Accuracy rate of 99.35% on indexing and image work**

### **Typical Services**

#### **Scan-on-Demand Daily Application Scanning Service**

If you would like the paper applications you receive uploaded to DSLive, why not use our Scan-on-Demand paper application service. See page 3.

#### **Large Volume Archive Scanning**

Have boxes and boxes of paper applications? We can undertake projects scanning large volumes of applications in to your DSLive application archive. We also have specialist secure warehouse to store your applications during this period as well as secure document destruction services.

#### **Classification, Indexing and Retrieval Systems**

We can set up classification and indexing systems for scanned electronic data through automatic, semi-automatic or manual processes to facilitate quick and easy data retrieval. See page 5.

FREE  
TRIALS  
AVAILABLE

## ➤ SCAN-ON-DEMAND

### DAILY SCANNING SERVICE

Using our Scan-on-Demand Service, all paper applications Local Authorities receive can be scanned by Resolution and delivered directly into DSLive ready for electronic processing and consultation.

Newly submitted paper based applications are sent to our Bureau Scanning Facility by pre-paid DX post or courier and if they have arrived by the following morning, they will then be scanned and uploaded to your DSLive account by 5pm the same day. Our Scan-on-Demand service can also be used for archive applications.

If you would like to try our Scan-on-Demand service, why not contact us and we'll set you up with a FREE trial.



Stick paper applications  
in pre-paid DX envelope



Send to our Scanning Bureau  
by the following morning



High quality scan uploaded to  
DSLIVE by 5pm the same day!

**for new and archive applications**  
**high quality · low cost · time assured**

## Format Conversion

- Image and document format conversion
- Rescaling/rotating
- Duplicate detection and removal,
- File consolidation
- Rules-based classification and reorganisation.
- Annotation of images
- Metadata embedded or provided as a separate manifest file
- All common and many less common formats handled

## OCR & Adobe Acrobat

Creation of searchable PDF and/or separate text files by optical character recognition (OCR) as an output from the scanning process, or from supplied image repositories.

Production of standalone manuals, presentations and data sets on portable media which are fully indexed and text searchable.

## DVD Mastering, Duplication & Printing

Preparation of DVD Masters, duplication and printing of DVD.

## Systems

Classification and indexing of documents via automatic, semi-automatic or manual processes, with option of double-blind keying for ultimate index accuracy. Export via secure FTP, portable encrypted media or direct connection to CMS with end-end encryption for data security.

Systems for managing and tracking physical files: bar-coded files can be indexed, located and securely managed.

## Document Storage & Destruction

Storage of document archives in our managed warehouse facilities, including rapid response and delivery.

Secure, managed document destruction.

## Consultations

Evaluation of current filing systems and recommendations for converting to document management systems.

## Key Benefits

Wide range of services including scanning, format conversion, document creation, printing and DVD mastering, duplication and printing.

Recognised as one of the leading service providers with enviable reputation for providing high quality, time critical services to Local Authorities and commercial organisations.

Services are warranted at an accuracy rate of 99.35% on indexing and image work. Scanning quality to meet full legal specification BSI 110008/BIP 0008 if required.

We work with all common and many non-common formats as well as a large range of sizes. Flexible output formats at all bit-depths including TIFF, JPEG, PDF and PDF/A for archival

Cost effective Scan-on-Demand service eliminating the requirement for Local Authorities to invest and manage their own expensive scanning systems and staff, delivering typical savings of over 50% compared to in house scanning.

We can take on large document volume scanning for archiving.

Classification and indexing of documents via automatic, semi-automatic or manual processes.

Systems for managing and tracking physical files: bar-coded files can be indexed, located and securely managed.

Secure document destruction.

Storage of document archives in managed warehouse facilities, including rapid response and delivery.

Trained operators and specialist equipment.

Consultations available for evaluation of current filing systems and recommendations for converting to document management systems.

## Bureau Prices

For a summary of our Bureau service prices and what they include, please contact our Bureau Sales Manager Robert Siggers on 07966 – 292414 or [robert.siggers@resolutiondm.com](mailto:robert.siggers@resolutiondm.com)

## Request a Consultation

If you would like to speak to our Bureau team about a service or consultation or simply have a question or inquiry please contact us at any time, we'd love to have a chat.

### Contact us:

Phone: 01242 260505

Email: [sales@resolutiondm.com](mailto:sales@resolutiondm.com)

Web: [www.resolutiondm.com](http://www.resolutiondm.com)



RESOLUTION