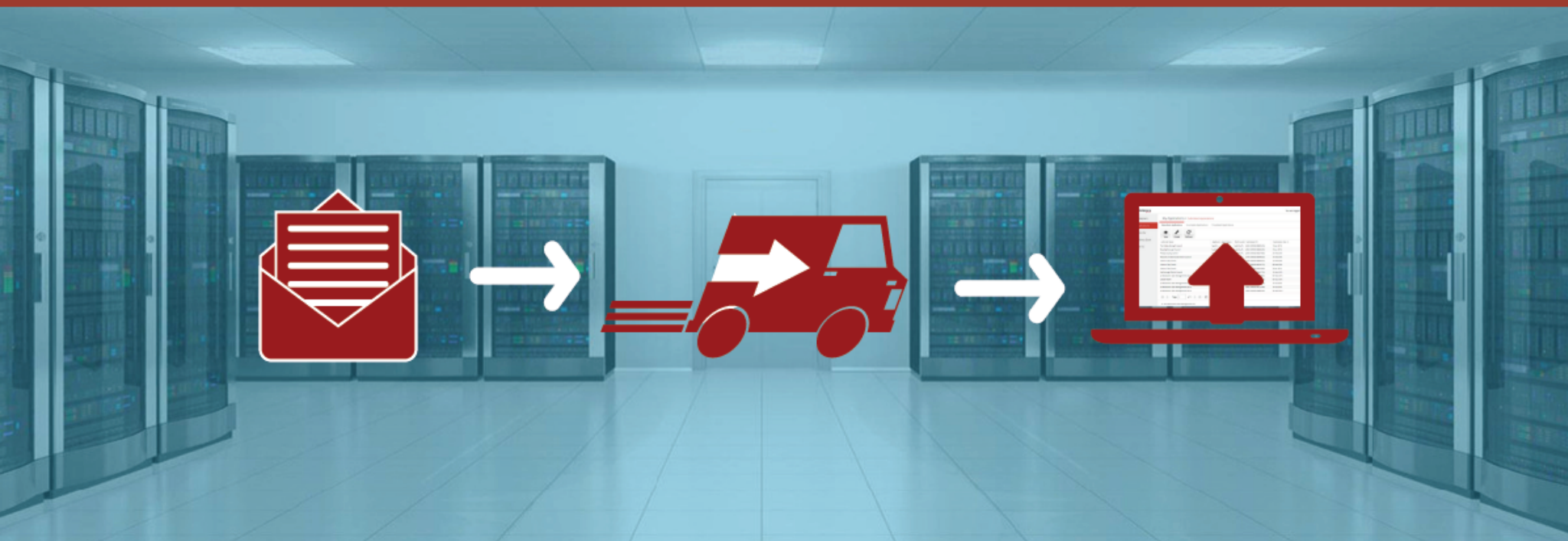


MY MAIL ROOM

SCAN-ON-DEMAND



DAILY APPLICATION SCANNING SERVICE



➤ 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.

To transform your paper application forms into electronic ones, we use specially designed forms which systematically enter the application's data into the correct fields during the scanning process so that they look just like your usual Submit-a-Plan applications.



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

**FREE
SCANNING
TRIAL**

➤ TRY OUR SCAN-ON-DEMAND SERVICE FOR FREE TODAY

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.

How does it work?

We'll send you a pre-paid postal envelope and you can return it to our Scanning Bureau with any newly submitted or archive paper applications that you would like scanned and uploaded to your DSLive account using our daily scanning service.

To start your trial contact us on: **01242 260505**

Do you have lots of archive applications? You can enlist us to scan large volumes of archive applications. For more details on our range of scanning and file conversion services, visit our website at:

<http://www.resolutiondm.com/bureau-services>

Key Benefits

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.

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

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

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.

Prices

For a summary of our My Virtual Mail Room and Scan-on-Demand prices please contact using the details below.

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

Web: www.resolutiondm.com/bureau-services

