

# Your documents. Managed.

Call the experts now  
**0800 612 4065**

**STORETEC**

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**STORETEC**

# The secret to hassle-free document scanning and management

At Storetec, we make it easier for you to access, manage, protect and share the data in your paper archives.

We digitise, catalogue and index any document from anywhere in the world.

And we give you instant, 24/7 access through our online, cloud-based hosting system.

So you can leave everything to us and get on with what matters most to you.

Call our experts now on **0800 612 4065**



# Trusted.

## Years of experience

We're well known for our expertise, outstanding customer service and attention to detail. It's no coincidence we're the Document Manager Awards Outsourcing Business of the Year for 2013.

## The right people, the latest technology

We invest in the best people, technology and state-of-the-art facilities to digitise, store and protect your documents. So you know we can look after your important and sensitive data for years to come.

## A safe, secure place for your data

After we digitise your documents, we protect your data in the cloud with ironclad encryption software. So only you will be able access it.

## We know your industry and goals

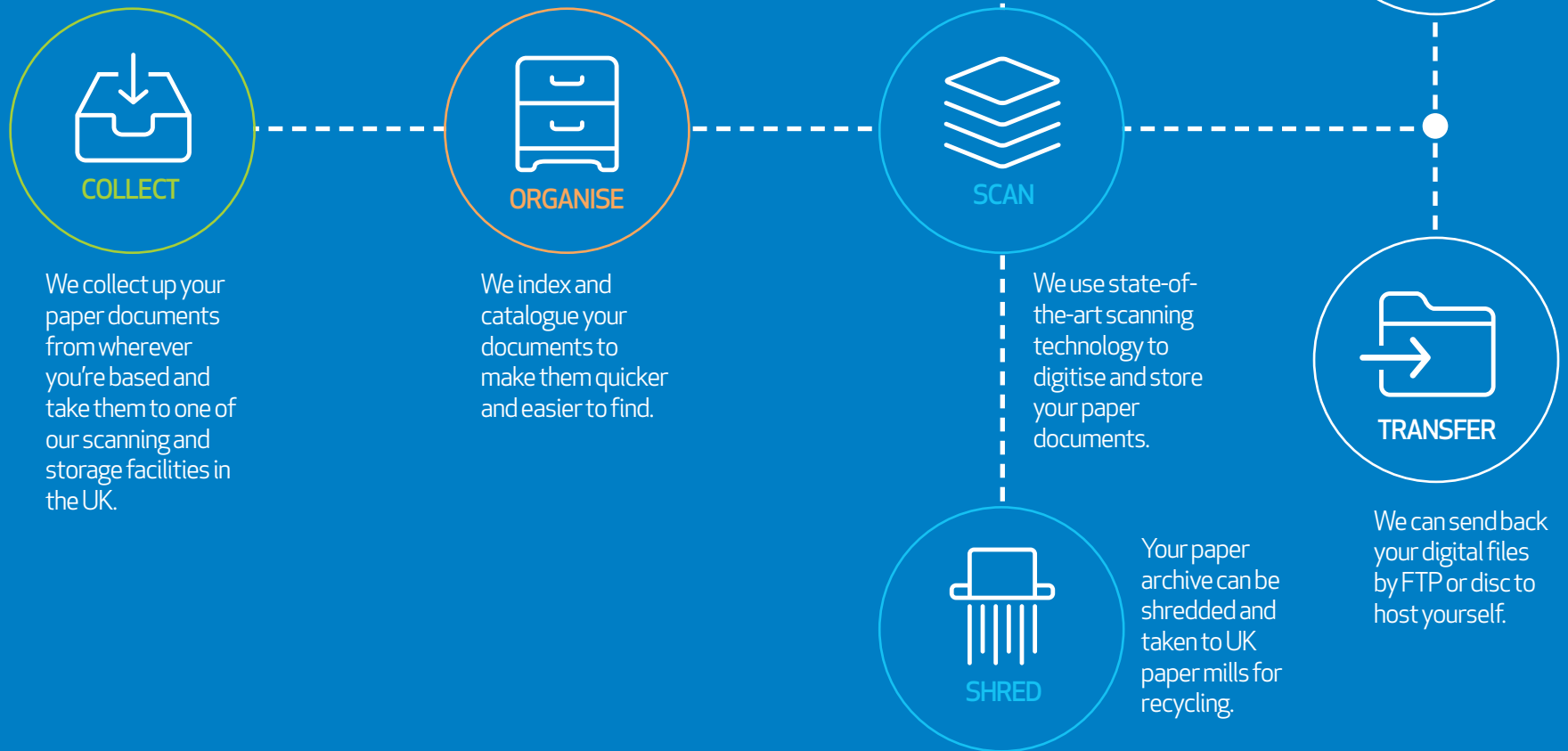
This is down to working with a huge range of organisations in every sector all over the world.

- *Healthcare*
- *Government and not-for-profit*
- *Financial services*
- *Insurance*
- *Construction*
- *Legal & professional*
- *Assurance*
- *Manufacturing*
- *Services*
- *Education*
- *Maintenance*
- *Hospitality & entertainment*

Discover more at [www.storetec.net](http://www.storetec.net)

# Convert.

From paper documents to a digital archive – the complete solution



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Discover more at [www.storetec.net](http://www.storetec.net)

# Scan.

How to save space,  
safeguard your data  
and share files  
quicker and easier



## Scan as you send

We digitise your new documents as and when you need them. So your data is always up to date and your office is free from paper.

### PERFECT FOR...

- Law firms handling short-term contracts
- Banks and insurance companies with masses of paperwork
- Services managing daily records and applications



## Drawings and large-format

Are you in construction, architecture or manufacturing? We can digitise anything from plans and graphics to maps and posters.

### PERFECT FOR...

- Council, railway and highway plans
- Architects and designers with CAD drawings and product designs
- Construction firms with building and engineering drawings



## Record and medical

With a digital backup of all your client and patient records, you can find everything you need instantly. That means more time taking care of your clients or patients, less time searching for documents.

### PERFECT FOR...

- NHS organisations looking for a more streamlined document management and retention system



## Journals and books

Books, journals and registers can take up huge amounts of space. It can also take longer to find the information you need from them. By digitising and storing them on a cloud-based system like ours, you can get to your documents fast and put your space to better use.

### PERFECT FOR...

- Organisations with historical archives
- Research departments with scientific data



## Microfiche and microfilm

We use the latest capture technology to convert your microfilm and microfiche into any format you need, whether that's PDF or TIFF. So you can get to your archives quicker and easier.

### PERFECT FOR...

- Companies looking for a secure, off-site backup for their microfilm data
- Businesses that need quicker access to their valuable information



# Access.

FreeDocs is a quick, easy, safe way to access and share your data 24/7.

FreeDocs is our powerful, cloud-based hosting system. It lets you store any type of document online, whether it's text, image or video-based. It's one of the safest electronic document storage (EDS) systems because it protects your data with two layers of hack-proof encryption.

And it gives you instant, 24/7 access to all your digital documents. That means less time searching, more time for what matters to you.



# Sorted.



*“ Working with the team at Storetec has been great. The advice and help they provided was excellent, it made my job as project leader an easy one. Storetec kept me informed right the way through the process which allowed me to report regularly to the engineering team. The project was delivered within the agreed budget, quicker than expected and the scanned images look fantastic.”*

Department Head, Bridges Division, County Council



## Scan on demand

### Access the documents you store with us as and when you need them

We can scan any document instantly. We digitise the ones you don't use often over a period of time that suits you. And because you 'pay as you go', you can plan and manage your budget much easier than scanning your documents all at once.



## Digital mailroom

### Save money and be more efficient

With a digital mailroom, you can process the same amount of post with half the staff. You can also manage and control different documents instantly online. This helps you save money on operational costs and enjoy a more efficient, productive way of working.



## Invoice capture

### Your accounts payable process is wasting time and money because...

You have to type, check, organise and file your invoices by hand. With our invoice capture service, we manage and digitise your invoices then store them securely online. So what was once a slow manual process will now be a quicker, cheaper digital system.



## Document storage

### A secure, space-saving way to store and protect your documents

With an off-site storage facility for your documents, you'll free up office space and take the time and hassle out of managing your archive. Our state-of-the-art warehouses and industry-leading tracking system gives you the peace of mind to know your critical data is in safe hands and can even be destroyed securely when no longer required.