

Our new scanning department that we started new in 2011 has the capabilities of scanning your documents at a rate of 15 pages per minute, plus the option of duplex scanning your documents into a PDF file. The paper size of our scanning capabilities is from 8 ½ X 14 down to 3 ½ X 3 and every size in between. We take extra care of your documents to insure your confidential material stays confidential. We also double check our work to make sure that every page is scanned and is in the proper order that you gave us. We guarantee that all of your documents will be in a neat and professional format as you requested. Our scanning capabilities is very efficient and thorough by double checking each scan in the PDF file before we give the files back to you. The diversification of our scanning is that we can scan each page into a separate PDF or combine all of the pages into one large file from 1 to 1 million pages or more within a PDF file.

Our marketing strategies and our prices are different and the lowest we will not be beat in price if you find a lower price from one of our competitors, bring in proof and we will mach the price plus give you a 10% discount on your project. We can come up with new marketing campaigns for your product or services. We use a combination of internet web sites and direct mail marketing with some word of mouth sales. Our sales staff has over thirty years of experience in the marketing industry.

Our company has implemented a new service in our scanning department, scanning your invoices or statements into a PDF file and sending them by E-mail can save you hundreds to thousands of dollars per month or on a annually bases. For example if you send out 3,000 statements per month, that is 36,000 statements per year at the cost of .44 cents per statement that is \$15,840.00 dollars on an annually bases. If you haven't notice, the cost of postage keeps going up every year at the rate of .01 to .02 cents per year with no end in site with the increases. With today's technologies sending a PDF file through the internet is very confidential. With the security of the PDF files, in giving the files passwords and excusive rights to only the people that you want to.