

## Services

Consider this

- Paperwork is the largest single maintenance cost for any company
  - Businesses misfile between 1% and 5% of their records, and permanently lose half of those misfiled
  - The average cost of misfiling exceeds \$ 200 per misfiled document
  - American executives waste nearly four work weeks per year because of materials that are misfiled, mislabeled, or simply missing
  - 50% of all businesses that lose their records in a fire go out of business within six months
- The Solution Convert your documents to digital images, stored on CDs, DVDs or your company's Hard Drive or server, and retrieve them easily and quickly with a click of your mouse. No more wasting time looking for files. Never misfile again. AMI provides a comprehensive imaging solution for documents of all sizes.
- High quality conversion/scanning of your documents to digital images
  - Multi-field indexing to allow for fast, reliable retrieval
  - Expert quality control for every image
  - Ongoing client/technical support

A word on confidentiality...Allied Micro-Imaging has been solving problems for customers for more than four decades. And while much has changed in that period, one thing remains constant; the seriousness with which we handle your private, irreplaceable, business documents. We understand the confidence our customers place in us and we have the integrity necessary to earn your trust.