

## Workflow

How do we do it?

At Allied, we understand that any new endeavor must, above all else, be a low maintenance proposition from day one. We know that if our customers are required to make significant changes to their standard operating procedures at any point along the way, they won't do it. So we make it as easy as 1 &ndash; 2 &ndash; 3

- We pick up your documents
- We prepare, scan, and index them.
- We take the mystery out of it. We do it all.
- We deliver your documents back to you (or have them confidentially and certifiably destroyed, at your discretion) along with the newly converted digital images

Throughout it all, we place a priority on ensuring that you don't skip a beat. From the day we pick up your documents until the day we deliver, install, and train you on the use of this new medium, your required involvement is minimal (although, naturally, you're welcome to be as involved as you'd like). It's about efficiency. It's about letting you focus on doing what you do best. It's about peace of mind. It's about time.