



## Document Management CONSULTING

The PrintLegal Document Management consulting team offers significant business performance improvements by providing custom workflow technology solutions. We can help you increase your company's competency to create, search, extract, and manage content; repurpose data; run efficient workflow; and control information assets throughout the organization.

### Our services include:

- Onsite consultation
- Management System Implementation - Laserfiche
- Training
- Technical Support

## Laserfiche®

Laserfiche software creates simple and elegant document management solutions that will help your organization run smarter. Laserfiche streamlines all your documents while ensuring regulatory compliance. Laserfiche software can scan high-volume paper archives, and index them in an easily-retrievable digital form.

Laserfiche makes it possible for authorized personnel to find documents by browsing through folders, searching index fields or by searching any word or phrase. Laserfiche captures paper documents, emails, electronic documents, faxes and much more.

### Let [PrintLegal.ca](http://PrintLegal.ca) Help You

- Reduce your file storage costs
- Replace storage space with revenue generating space
- Minimize employee downtime and increase efficiency
- Improve your workflow
- Retrieve and access scanned records in seconds
- Make records accessible to multiple users
- Provide copies of digitized records to third parties, without sending volumes of boxes or paper documents
- Disaster proof your records
- Avoid lost records

### Additional Services

- Document Preparation
- Indexing and Data Entry (OCR)
- Key Form Image Technology
- Import File Creation
- On-site Projects
- Online Document Repository
- Document Storage
- Province-wide Document Pick-up and Delivery
- Document Destruction