

# **RT INDUSTRIES...**

## *Document Imaging Services and Process*

### **SERVICES**

- *Document Imaging or scanning of your historical and/or current paper files*
- *Document Preparation*
- *File Naming and Indexing*
- *Formatted to Clients' Specifications*
- *Capable of Full Printed Text Searching*
- *Up to 11 x 17 Document Scanning*
- *Final Digital copy presented on a disc*
- *Free Pickup and Delivery in the Miami County Area (non-priority)*
- *Quality Control*
- *Shredding services available*

### **PROCESS**

#### **1. Document Pickup**



#### **2. Document Preparation**



#### **3. Document Scanning**



#### **4. Format to Client Specifications**



#### **5. File Indexing & Storage**



#### **6. Hardcopy Disposition (stored or destroyed)**

