



Scanning Paper Documents

With nearly 40 years experience in document conversion services Microtek can create digital images from almost any type of paper documents. We can scan financial records, medical records, student records, engineering drawings and computer reports and other various business records.

Microtek operates a state of the art document conversion laboratory designed specifically for document and data conversions. Using the latest scanning equipment available from leading imaging equipment companies like Fujitsu, Panasonic, Canon and Kodak, we will accurately and efficiently scan your documents. Our image enhancement software can produce images that can be better than the originals. The finished images and data can be returned to you via FTP or on a CD or DVD. Or, we can host them on a completely secure repository, with free electronic Search and Retrieval software which you can use to view, email and print.

Our capture software gives us the ability to produce images and data that can be uploaded into most major document imaging systems. So even if you have an in-house document scanning system Microtek can be a cost effective resource for helping you stay caught up or completing special projects without the need to add labor costs.

Our Document Scanning Service is a complete, “turn-key” process and includes:

- Pick up and Delivery by Microtek Personnel
- Document Preparation
- Document Scanning
- Image clean-up
- Image Indexing and Index Verification
- Output to Storage Media and/or return via FTP
- Secure Shredding and Recycling of Original Records