



Why scan documents?

Business Continuity/Disaster Recovery - Call it what you will, but at home or at work, if you don't have a plan, you could be in trouble. The IRS recommends scanning personal and business tax documents and storing them securely. Unless your organization (including your home) has a fully implemented disaster recovery plan that includes digital backup of your files, it is likely your operations will be shut down by a disaster. In the event of a disaster and possible relocation, your employees can continue to be productive and get the business reopened more quickly. In the event of a personal disaster, you'll be several steps ahead on your own recovery. Don't let yourself become part of the wrong side of these statistics.

- Inc. magazine reported "75 percent of small and medium-sized businesses have no disaster recovery plan and that 40% never reopen after a disaster."
- Gartner Group (market analyst firm) reported "50 percent will go out of business within three years if lost data cannot be recovered within 24 hours."

Government Policies - HIPAA, SOX, FOIA and FINRA - ask us what they mean and how they may affect your office. A medical practice in Maryland was fined \$4.3 million in March of 2011 for not being able to produce charts in a timely manner. Electronic records could, literally save your organization.

Office Space Savings - Filing cabinets take up space that can be used more productively or if your lease is flexible, the space may not be needed. A filing cabinet may be costing you thousands of dollars per year. A business that devotes a potential exam room or an additional office to file storage is giving money away.

Efficiency - Every office has files. No matter how many you have, they can lead to inefficiency and can be a big waste of money. If your office relies on paper files, you are potentially devoting time to finding, copying or scanning, then shipping or emailing them (or even worse - courier) to the recipient. All you need is an email with an attachment; without ever leaving your desk.

Security - Scanning documents, then storing them on a secure, off-site server is the safest way to safeguard documents. Storage space for digital media is very cheap and very secure.

Personal Archives - What about the priceless family documents like old letters, pictures, recognitions, etc. It may not be the same as the originals, but at least you'll have some record.

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