

Reduce Costs and Gain Control Over Your Paper and Records Management

A photograph showing two hands, one from the left and one from the right, reaching towards each other in a gesture of agreement or partnership. The hands are positioned over a desk covered with various papers and documents. The background is a solid blue color.

Organizations rely on information every day to make critical business decisions. Workers spend too much time looking for information. In today's business environment, an organization's success depends on its ability to efficiently manage an ever-growing universe of paper and electronic files. Since 1996, businesses have turned to Document Scanning Systems & Imaging (DSSI) to help them gain control over their information assets. As a full-service provider of document imaging and content management solutions and services, DSSI has helped many corporate, legal, medical and government entities effectively control, manage and distribute documents and information while reducing their operating costs. DSSI offers a wide range of products and services tailored to the specific needs of business, including document imaging conversion services, secure web-based document repository hosting, and hardware and software solutions geared toward helping organizations do more with fewer resources.

The DSSI Difference

- Experienced Staff with Proven Results
- Customized Document Management Solutions that Save Your Business Valuable Time and Money
- Improved Efficiency and Organization Optimization Through Better File and Information Collaboration
- Secure Electronic Document Storage for Maximum Access with Multi-tier Security
- On-Site and Off-Site Document Processing Services from Scanning to Shredding
- Eco-Friendly Options to Support Green Initiatives and Reduce Waste
- Compliance with HIPAA, the Sarbanes-Oxley Act, and Other Government Regulations



Keeping Your Needs in Sharp Focus

While not all document management needs are created equal, DSSI is committed to providing absolute security, flexibility and convenience to every business we work with. Understanding that each business has its unique infrastructure, footprint and requirements, DSSI will work with you to deliver solutions that precisely fit your needs.

Modular Services to Precisely Fit Your Needs

- High Volume and Back File Conversion Scanning
- On-Site and Off-Site Scanning
- Document Pickup and Delivery
- Pre-Scan Document Preparation
- Document Indexing Services
- Optimizing Image Quality, Process, and Enhancement
- Electronic Bates Numbering
- Microfilm/Microfiche Conversion
- Optical Character Recognition (OCR)
- Forms Processing
- Workflow Solutions
- Tiff to PDF Conversion
- Full-Text Retrieval Database
- Archiving Documents and Databases to CD/DVD/External Hard Drives/ Servers
- Hardware/Software Sales, Integration and Training
- Litigation Support
- Document Shredding/Destruction
- Web-Based Document Repository and Content Management Solutions



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