



## Is Digital Imaging Right For you?



With all this industry talk of digital transformation, you may be thinking “is digital imaging right for my business?” We’ve put together a list of questions that will help you answer that dilemma and determine whether you should image your documents.

### 1. Is your office running out of space?

If you find that your office is becoming cramped and you’re running out of room to store your files, document imaging may be a good solution for you. This will free up valuable space and allow you to use it for other revenue generating activities.

### 2. Having a hard time finding documents when you need them?

Are you spending (wasting) a lot of time tracking down files you need in a disorganized system? Scanning your documents makes them easily searchable so that you can find what you need when you need it.

### 3. Are you worried about security?

Digitizing your documents allows you to secure them. Control who can see certain information and track who accesses your files.

### 4. Do you have a disaster recovery plan?

If your office has a fire or flood, are you able to recover your documents? Your digital files are protected and backed up 24/7 so that if the worst should happen, you’re covered.

### 5. Looking to improve customer service?

Do your customers have to wait for you while you find their information in a back room somewhere? Improve your customer service with digital forms that they can fill out on their mobile devices. Reduce search and retrieval times to speed up client waiting time.

### 6. Are you meeting compliance?

By digitizing your documents, you can improve security and tracking, make them accessible for the visually impaired, as well as meet retention standards for audit purposes.

### 7. Do you have a lot of files that you are currently paying to store off-site?

How often do you need access to these files? If you are storing your documents off-site and getting charged every time you access them, you are spending a lot of money that digitizing your documents will save. Stop paying retrieval fees every time you need a document – just access it online.

### 8. Do you have more than one office that needs to access your files?

[Click here](#), if you are interested in digitizing your documents and speak to the experts. We will help you determine the best solution for your organization.

