

4 COMMON QUESTIONS & ANSWERS ABOUT DOCUMENT SCANNING



Introduction

You want your business to be streamlined and a paperless office through digital transformation sounds great, but what exactly does it entail? Before you jump head-first into your document-scanning project check out these 4 common questions and answers.

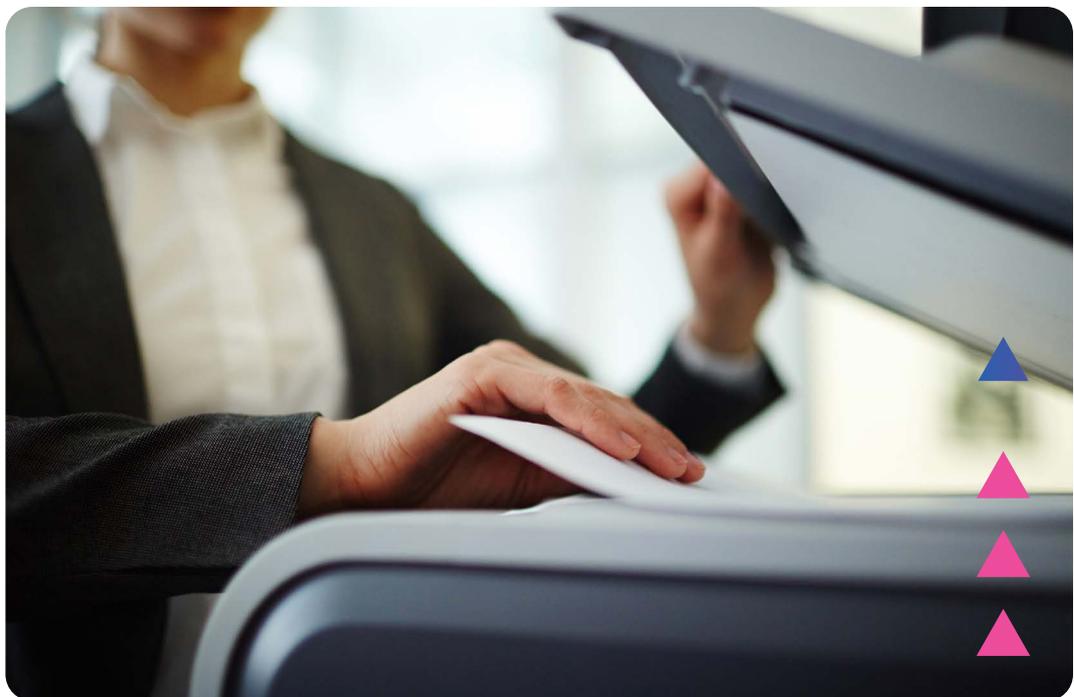
Why should we scan our files?

Companies typically scan their files for four main reasons. To recover office space, comply with an external mandate, streamline operations for a strong competitive advantage, and to mitigate risk.

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Is outsourced scanning secure?

A professional document scanning company should be able to provide you with an overview of their physical technical, and employee security practices. When choosing a provider, evaluate the vendor's security to make sure it aligns with your expectations and you feel comfortable.

How much will it cost to scan my files?

Unfortunately, it's tricky to give an accurate estimate without understanding your unique needs. Elements like document prep, the number of index fields, and pick-up frequency will help establish the final cost. You should always insist on an upfront document analysis to protect yourself from scope creep and additional costs.

To request a free demo, please email at tds.sales@terralogic.com

