

AUSTRALIA'S LEADING DIGITISATION SPECIALISTS



SCAN2ARCHIVE ARE THE EXPERTS FOR ALL YOUR DIGITISATION AND SCANNING NEEDS

Whether you're considering going paperless, relocating offices, seeking easier file access, or ensuring data security, our services offer professional digitisation solutions to safeguard your records. Share your real time data today and adapt to the digital age seamlessly!

WHY CHOOSE SCAN2ARCHIVE?



Approved Supplier
ICT Services Scheme

- ✓ Benefit from over 40 years of experience in scanning and digitisation services
- ✓ Our scanning processes are certified to AS/NZS ISO 9001:2015 Quality Management and ISO/IEC 27001:2022 Information Security
- ✓ Your materials' security, confidentiality and safety are our number one priority
- ✓ Scan2Archive is a trusted vendor on NSW Procurement ICT Services SCM0020 Category G20 – Digitisation and signatory to Queensland GITC5
- ✓ We customise every project to ensure our services meet your specific needs
- ✓ Services available Australia wide

WORKING
WITH



Communities
& Justice



THE UNIVERSITY OF
SYDNEY



CONTACT US TODAY
FOR A **FREE QUOTE**

✉ info@scan2archive.com.au

🌐 www.scan2archive.com.au

☎ 1300 789 684

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LET US STREAMLINE YOUR BUSINESS WITH OUR SIMPLE SCANNING & DIGITISATION PROCESS



CUSTOMER CONSULTATION

We digitise based on your needs. We take the time to talk to you and understand first hand the requirements for your scanning project. A detailed quotation and scope of work document is then provided for your approval.



SECURE TRANSPORTATION OF MATERIALS

We arrange for the collection of your materials and secure transportation to our facility.



PREPARATION AND SCANNING

Once the materials are received at our facility our operations team will confirm all details and requirements, prior to the commencement of your digitisation project. Materials are prepared including the removal of plastic sleeves, paper clips and staples. Scanning is undertaken on high speed, state-of-the art production scanners.



QUALITY CHECKING - DATA CONVERSION & SEARCH FUNCTIONALITY

During the final step in the scanning process, every image is checked as part of our quality assurance program. The images are converted to PDF/Tiff/Jpg files depending on the customers requirement and Optical Character Recognition (OCR) is applied to the images creating easily searchable documents.



DIGITAL FILE DELIVERY

Scanned files and associated digital assets are made available via your choice of Secure Cloud Storage, USB, Hard Drive or FTP link.



SECURE DESTRUCTION OR SECURE RETURN

We offer a choice of secure destruction or secure return after the completion of your project.

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TRANSITION TO A DIGITAL SOLUTION TODAY

DOCUMENT SCANNING

- Employee Records
- Patient and Medical Records
- School Records
- Building and Development Application Files
- Financial Planning Files
- Financial Documents
- Legal Files
- All Client and Contract Files

PLAN SCANNING

- Architectural/Building Plans
- Drainage Diagrams
- Engineering Drawings/Electrical
- Plans

BOOK SCANNING

- Historical Books
- Fragile Books
- Reports
- Brochures
- Text Books / Yearbooks

DATA EXTRACTION

- File Naming
- Metadata
- Georeferencing

PHOTO SCANNING

- Loose Photos
- Photos Albums
- Negatives
- Slides

MEDIA MATERIALS

- VHS Tapes
- Reels

MAIL HOUSE SERVICES

- Mail Collected, Opened, Scanned
- Data Entry, Cataloguing, Data Extraction
- Return to Sender Processing

SECURE CLOUD STORAGE

- Digital Secure Storage Solutions
- On Demand Fulfillment Services

MICROFILM SCANNING

- 16 & 35mm Roll Film
- Micro Fiche
- Jacket Fiche
- Aperture Cards

DOCUMENT SAFETY & SECURITY

DOCUMENT SECURITY

Our scanning facilities have been built to provide the most secure environment for your confidential and sensitive materials. All our facilities are closed to the public, have no signage indicating the business type, and have 24 hour internal and external video surveillance and back to base motion activated alarm sensors. The security of our premises and our clients' materials is our number one priority.

Scan2Archive regularly digitise sensitive materials for Government departments and private enterprise that require the highest level of confidentiality and security.

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