RaPIDe

Smart Document Solutions

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SCAN STORE SHRED

Services

No, I don't have a problem with filing.

Paper Scanning	Hard copy original documents converted to digital format
Microfilm Scanning	Micrographic images converted to digital format
Microfilm Services	Paper documents converted to 16 or 35mm microfilm formats
Document Storage	Secure physical storage of archive documents
Document Indexing	Manual, OCR and barcode indexing of documents for fast retrieval
Retrieval Software	Super-fast document retrieval software for PC developed by Rapide
Internet Retrieval Software	Share documents over a secure internet connection
Confidential Destruction	Certificated shredding and pulping of old records
Reprographic Printing	Paper copies produced from digital and microfilm formats
Electronic Data Conversion	All types of electronic media converted to your specific requirements
Scanning and Copying Equipment	Supply of scanners, printers and multi-functional devices
Equipment Maintenance	Servicing and maintenance of most types of equipment
Document Management Consultancy	Use our expertise to develop a document management programme to suit your exact needs
Software Development	Bespoke software development for all types of document management and database applications.

Document Scanning

Rapide have over 15 years experience in looking after vital records for companies throughout the UK and were among the first companies in Britain to develop a document scanning facility.

Our staff use a range of scanning equipment to convert your paper records into digital images. Our experience means that we can select the right equipment and methods to produce optimum results for your paperwork. From till receipts to A0 drawings we have the facilities and expertise to ensure the best reproduction possible.

Images can be produced in a range of formats with the most common being TIFF and PDF. Once scanned, these images are checked and indexed by keyword to allow you to quickly find the document you need.

The indexing data and images are then written to CD or DVD. Each disk is individually verified to make sure that every document is readable and meets our exacting quality standards.

The disks are supplied to you together with our free retrieval software, Scan Box and can then be used for instant access throughout your organisation.

Microfilm and Conversion Services

Rapide originally started as a microfilm bureau and we still retain our facilities in this area.

However, microfilm has to a large extent been overtaken by scanning and we can provide a range of microfilm scanning services from roll film, jacket and aperture card formats.

We also have the capacity to convert electronic images from one format to another: for example, from TIFF to PDF formats

Scan Box

Rapide have developed our own document retrieval software, Scan Box, over a period of 2 years. This software comes in three versions, Scan Box, Scan Box Light and Scan Box Pro.

All three versions allow users to quickly and easily find the document they need by simply entering keywords.

A list of matching documents is then displayed and the one you need can be displayed on screen.

The images can be held on disk, on local or network computers or on Rapide's secure document server.

Scan Box Light only allows retrieval of documents whilst Scan Box also allows additional data to be added.

Scan Box Pro includes a scanning and indexing module that allows you to scan documents in-house and add them to the database. This version of the software is ideal for adding documents on a daily basis.

In addition to scanned images, Scan Box can be used for controlling your documents held in archive storage. Rapide can index your boxes right down to the file level if required.

This data is then added to Scan Box giving you instant access to information on the files held in store including their storage reference and retention schedule.

Scan Box Light software is supplied free of charge to our scanning and storage clients.

Scan Box Pro is available from £500 per indexing station and includes a site-wide license for Scan Box Light. This means that you only need to pay for one indexing station yet everybody can have instant access to the stored images.

Archive Storage

Secure storage of vital records can be of immense importance to businesses and Rapide have developed systems to manage your documents for you.

Our experienced staff will collect your documents and each box is uniquely identified with a barcoded label. These barcodes enable us to not only track all movements of your documents but also to retain an audit trail of these movements.

Satellite tracking of our vehicles means that we know where they are at all times. Our premises are protected by fire and intruder alarms as well as CCTV and your documents are stored under controlled conditions to keep them in pristine condition.

Our Scan Box software gives you the ability to know exactly what you have in store together with the retention schedules for every document. As items come to the end of their life-cycle, you can be automatically alerted and authorise their secure destruction via our in-house service.

Our barcode systems will ensure that each box of documents is monitored and dealt with in the appropriate way.

Document retrieval can be easily achieved either by return of the original documents or via our one-hour scan on demand service which returns a scanned image directly to your desktop within one hour of request.

Confidential Destruction

Our in-house document shredding and recycling service means that you can be secure in the knowledge that vital information held by your organisation or in our secure storage does not fall into the wrong hands.

All materials are controlled via a barcode system with multiple checks to ensure that only items due for destruction are destroyed. A full audit history is available for every item and certificates of destruction produced for every batch destroyed.

All confidential material is shredded to make it unreadable and then sent for environmentally friendly recycling.

Guide Prices

Prices for our services will depend on a number of factors including, the quality of the documents, the quantity to be processed and the indexing requirements. We would be pleased to carry out a free survey of your paperwork to provide you with a detailed quotation.

As a guide, our prices will be based on the following:

Document Collection	Free of Charge†
Insertion into Storage	Free of Charge†
Removal from Storage To Our Despatch Area for Customer Collection	£1.00 per box
Delivery on Next Scheduled Collection Day	Free of Charge†
Next Day Delivery	Free of Charge†
Delivery within 4 hours	£30.00†
Archive Storage	29p per box per month
1 Hour Scan-on-Demand	£1.00 + 3.5p per page (Includes preparation)
Document Preparation for Scanning	£6.00 per 1000 pages
Document Scanning	From £20.00 per 1000 images
Document Indexing	10p per field entry
Drawing Scanning	50p each up to A0
Microfilming	From £15.00 per 1000 frames
Microfilm Scanning	5p per frame
Archive Boxes	£1.50 each
Confidential Destruction*	From £3.00 per sack
Verified CD	£25.00 each
Document Retrieval Software	Free Of Charge

* Service includes supply of certificate of destruction.
†Please note that all collection and delivery prices are for collections/deliveries within our designated delivery areas. Please contact Rapide for further information.

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