

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.

Studies prove that some employees spend 20% of their time searching for hard-copy information, and often their searches are fruitless. Our aim is to ensure that your staff have virtually instantaneous access to all your business documents.

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.



With prices starting at £20.00 per 1000 documents and years of expertise to supply you with just the right solution, Rapide provide smart document solutions.



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Rapide Reprographics Limited
Smiths Road, Bolton, Lancashire BL3 2QJ

Tel: 0845 257 0022

Fax: 0845 257 0033

Email: sales@rapide-repro.co.uk

Web: www.rapide-repro.co.uk