

Imaging

A fast, secure solution to your everyday document capture and retrieval needs.



We capture business documents, such as:

- Invoices
- Medical Records
- Mortgages
- Commercial Loans
- Services Cards
- Human Resource
- Research
- Purchase Orders
- Retail Loans
- Life Policies
- Shipping
- Property Records
- Billing, Annuities
- Mainframe Reports
- Claims
- Credit
- Rebates
- Maintenance
- MSDS
- Litigation
- Catalogs
- Board of Directors Minutes

Cintas Document Management Digital Imaging has been providing core capture services for over 10 years. We capture in excess of 10,000,000 images a month per location.

Cintas Document Management is a nationally-recognized leader in the imaging industry. We take paper documents by the warehouse, scan them using very high-speed scanners, and store them electronically using advanced database technology. Users can search, retrieve and utilize advanced imaging functionality from their desktop. Why waste time filing and rummaging through file cabinets? Unlike its paper counterpart, electronic data is secure, portable, legal, easy-to-back-up, and immediately accessible to users!

Benefits of our service:

- **Accessibility** — File cabinets of documents fit right on your desktop or laptop. No more searching through file cabinets or boxes of stored paper.
- **Control** — Easily and quickly look up, retrieve, and share or route any documents internally or externally to accelerate access, approval and distribution of information.
- **Cost Effectiveness** — Reduce storage, filing, copying and courier costs. It is easy to see that document imaging is a much more cost-effective solution.
- **Risk Reduction** — Comply with government legislation and regulations (HIPAA, Sarbanes Oxly, etc.) and eliminate fines associated with business and adverse events (fire, floods, disasters, etc.)

We provide:

- Backfile document capture of all existing paper records ranging from small (50-1000 files), to medium (1001-1,000,000 files) and large (1,000,000 or more files)
- Day-forward document capture of all incoming paper
- Offsite box storage of paper files with scan-on-demand functionality upon electronic request
- Interim web-based storage and retrieval solution, capable of co-existing with any selected EDMS Software
- Long-term storage and retrieval option
- Automatic capture of electronic data (COLD)
- Scan-on-demand — what you need when you need it
- Indexing — customizable searches to fit your business need
- Hosting — remote storage and secure access to any of your electronic documents