

Scan-On-Demand



Cintas Scan-On-Demand solutions reduce the need for managing the storage of documents by providing conversion services for requested files on an as needed basis.

Customers with archived paper files may find themselves in a situation requiring long-term retention of files with low volume retrieval. Digitally converting the total archives is sometimes not cost effective.

Cintas Document Management Digital Imaging has developed a "Scan-on-Demand" service for customers in this situation. Cintas takes over the warehousing of the paper files and provides conversion services for files requested by the customer on an as needed basis. Both the file request and the return of scanned files are handled electronically within a customer defined required timeframe.

If long-term storage and retrieval is not efficient and cost effective within your company, explore Cintas' digital imaging solutions. Discover how "Scan-on-Demand" services can lower your costs and improve efficiency for your company.

Benefits of Scan-On-Demand:

- Creates an environment for rapid record retrieval via InfoPort™, a secure hosting repository
- Allows records to be available anytime, anywhere via secure web access facilitating office coordination
- Scan-on-demand and project back file capture allow you to scan only what is needed, when you need it
- Reduces expenses associated with both onsite and offsite document storage
- Helps establish an infrastructure for disaster recovery planning
- Strengthens your overall document and information security infrastructure