

# CONVERSION SERVICES



BUSINESS SYSTEMS & CONSULTANTS

"The Document Management People"

## Managing information is about managing change.

Changing information and changing regulations often leaves offices overwhelmed. That's why we offer a wide array of sophisticated conversion services from scanning services, microfilming services, and much more. BSC has offered conversion services since 1976.

Our conversion staff knows how to handle each document, smoothing every system transition. The resulting records will be of the highest quality, produced by the most advanced imaging equipment. We have the capacity to transfer documents or microfilm images - from a small office to a multi-national firm, we can handle any conversion need!

## Microfilm

Converting valuable microfilm images to a digital format provides end users easy access to archived information. Let BSC convert your roll microfilm, microfilm jackets, aperture cards, or microfiche to a digital format.

In addition, for an archival disaster recovery solution BSC can create microfilm from digital images. This eye-readable back solution provides an alternative to storing original hard copy documents.

## Scanning Services

### Paper to Digital

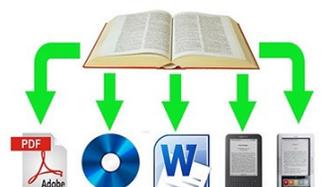
Converting your paper-based records into electronic documents can yield significant benefits. Square footage is freed for other purposes, information is available at the click of a mouse, and each document can be protected, with offsite back-up to insure disaster recovery.

### Data Entry

If your documents are already scanned, we're happy to assist you in indexing the additional information. We provide indexing services to simplify the process of retrieving documents.

### Large Format and Bound Material Scanning

BSC provides large format scanning services. When seeking companies that provide document scanning services that suit their needs, contractors, engineers, architects, libraries, museums, etc. expect reliable service and quality images. BSC is a leader in document management and boasts years of experience in comprehensive wide format scanning. We can convert your engineering drawings, maps, architectural drawings, records, files, etc. into Tiff's or PDF's. In addition, bound material can also be digitized by our conversion services staff.



# Creative Solutions for **your** Business

## Paper Conversion

Document Scanning  
Large Format Scanning  
Quality Control  
Document Indexing  
Full Text OCR Capabilities

## File Conversion

File Room Moves  
Filing Supplies  
Certified Document Destruction  
Purging Services  
Pick Up and Delivery Services

## Filming Services

Paper to Microfilm Conversion  
Digital Images to Microfilm  
Microfilm to Digital

## OUR COMMITMENT

Quality. Efficiency. Capacity. Versatility.

Those are the words we use to describe Business Systems & Consultants, Inc. customer commitment. Our first priority is to provide high quality information and material storage solutions to enhance your productivity. We pledge to customize our high capacity services to fit your needs. We will listen to your priorities. We will tailor to-day's technology to help you develop the most effective, cost-efficient strategies to manage your information and storage needs. We are committed to helping you create a more productive work environment. And in the process, we'll make sure your records and storage articles are more easily accessed and more secure than ever before.



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