

Imaging Services

Offering Brief

Immediate access to all your documents yields savings in time and money.

Our Imaging Services streamline your business processes by providing fast, accurate, and secure access to information.



“Our clients demand total visibility throughout the imaging process, along with the confidence that comes with SAS 70 reporting and BS 7799 Certification. We provide data accessibility that is timely, accurate, and secure. Period.”

*Katherine Cronin,
Vice President,
North America Imaging Services*

Documents present a new way to look at improving your operations. In order to capitalize on it, you need the partnership of a proven document process expert.

At Xerox Global Services, our extensive imaging capabilities help streamline your business processes by capturing documents quickly, cost effectively, and securely, at your site or at one of our imaging centers located around the world. With over 20 years of process design and implementation experience, our world-class Imaging Services provide the ultimate control and integration with your critical business processes.

THE RIGHT SOLUTION

FOR YOUR CHALLENGE.

Challenge: Streamlining your document processes.

Our Imaging Services enable immediate access to relevant, accurate information accelerating decision-making and customer response time.

Challenge: Reduce cost.

Our latest imaging technologies and process controls facilitate access to information without the need for capital investment in expensive equipment.

Challenge: Ensuring regulatory compliance.

Submitting documents for imaging, at your site or one of ours, requires a high level of trust. We earn it by accommodating a wide range of regulatory requirements in the design and operation of your imaging process.

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- Case Studies
- White Papers
- Related Service Offerings

World-Class Imaging Services

Xerox provides comprehensive imaging service capabilities utilizing end-to-end process control technologies that seamlessly integrate into your document management applications and databases including:

- **Preparation**—Our disassembly process prepares the documents for optimal imaging through identification of the document's structure and intelligence reducing costs and ensuring quality.
- **Imaging**—Documents are imaged utilizing best-of-class scanners supporting all document types from business cards to office documents to engineering drawings.
- **Conversion**—Images are converted to support your viewing, storage and production requirements enabling faster upload and download times.
- **Indexing**—Ranging from key word searches to full text database creation, our indexing services provide accurate and complete access to information at the time of need.
- **Reassembly and Release**—Finished images are delivered in a format and medium to streamline your business processes. All documents are tracked throughout the process, offering you peace of mind.

Measurable Results.

From Service Level Agreements (SLA) to process controls and results, our Imaging Services have a measurable impact on your business processes. Using a disciplined approach based on Lean Six Sigma methodology, we quantify performance, cost reductions and ROI, while delivering some of the most stringent, performance-oriented SLAs in the industry.

Security you can trust.

Companies face the need to secure and recover mission-critical documents. Our Imaging Services provide scalable, flexible and secure options to meet your daily business needs, at your site or one of ours. We understand that submitting documents for imaging requires a high level of trust. We earn it by ensuring our Imaging Services meet all your company's

specific security needs ranging from employee controls to advanced disaster recovery. Our global imaging centers have achieved quality controls including SAS 70 Type One Audit and BS 7799 Certification.

Why Xerox?

As a founder of the commercial imaging and document management industry, we've implemented and managed some of the most complex challenges ever achieved on a global basis. With over 20 years experience, only Xerox can provide you with Smarter Document ManagementSM—from image to capture to delivery—optimizing the way you manage your document processes and technologies for greater control and confidence in your operations.

