



MARIMOR INDUSTRIES, INC.

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What is Secure Scan:

Secure Scan is a well-designed document management service that promotes finding and sharing information easily. It organizes content in a logical way, and makes it simple to standardize content creation and presentation across an organization. Secure Scan includes options for managing document scanning and indexing so that you'll have complete visibility and quick access to your business records.

This document management will control the life cycle of documents in your organization, how they are created, reviewed, published, and consumed, and how they are ultimately disposed of or retained. Secure Scan is the key to managing your mountains of paper easily, efficiently and effectively.

Benefits of Secure Scan:

- **Cost Savings**
One of the biggest hidden costs that paper-intensive businesses face is the time it takes to work with paper files.
- **Security**
If you're not taking data security seriously, you should be. Threats from outside and inside threaten the integrity and value of your most important information.
- **Disaster Recovery**
Secure Scan protect your paper records by creating electronic copies that can be backed up in multiple ways. They also can include off-site data backups and other steps to ensure that a fire, flood, or break-in won't hinder your business.
- **Access**
Paper records remain a serious roadblock to organizations. Allowing more than one employee to look at a file at the same time is a significant improvement over paper files. Additionally, multi-layered access allows employees to see only the documents they're authorized to handle.
- **Increased Productivity**
Document management eliminates the time-consuming and error-prone consequences of handling paper documents and storing digital files in personal folders or shared network drives.

When you contract with Marimor Industries, Inc, you:

- Provide employment opportunities to people with disabilities
- Protect your customers, your employees, and your business
- Eliminate paper, save office space, and reduce file retrieval time
- Reduce the cost of handling, storing and duplicating paper documents
- Reduce the time employees spend looking for information
- Strengthen your disaster recovery plan

We offer:

- Exceptional scanned image quality.
- Accurate indexing.
- Document conversion from standard formats including, but not limited to, .tif, .jpg, .pcx, .pdf to most any standard electronic format required.
- Secure storage.
- Monthly processing built to your budget

What materials should be scanned?

- Personnel files
- Contracts
- Invoices
- Obsolete records/contracts
- Billing/sales information
- Customer/patient information
- Payroll information
- Meeting minutes