

WHAT OUR CUSTOMERS ARE SAYING...

“Partnering with Secure Scan has greatly reduced our need for document storage space. Also, with HCF’s numerous locations, using Secure Scan has greatly increased the efficiency by which our documents can be retrieved and shared.”

- Ryan Stechschulte, Corporate Compliance
HCF Management, Inc.

“Secure Scan converted our records to digital images in effort to preserve these records, make them more accessible and save space...With storage space being an issue at the Courthouse, having Secure Scan convert our older records to digital images has been instrumental in allowing space for newly created records.”

- Margie Murphy Miller
Allen County Clerk of Courts

“Storing paper records, no matter how important they are, is costly. When Potash Corp. moved into our new offices, we didn’t want to bring and store the mountains of documents that we had accumulated over the years. Secure Scan was able to transfer all of our necessary information into electronic files, saving us space in our new building and money.”

- Jennifer Niese, Human Resources Manager
Nutrien

8 MILLION OTHER REASONS TO USE SECURE SCAN



Secure Scan, a division of Marimor Industries, Inc. was established in 2009 as a program to provide real, 21st Century vocational skills to individuals in Allen County with developmental disabilities. Since that time, Secure Scan has worked with a variety of businesses and agencies converting over 8 million documents.

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Secure Scan

DOCUMENT MANAGEMENT SOLUTIONS YOU CAN USE!



INCREASED EFFICIENCY



Scanning records helps you share the information instantly. You no longer have to recreate information, make copies, and/or send that information through the mail. Secure Scan will convert your documents to an electronic format and help you create an index allowing you to access your files with speed and ease.

DISASTER RECOVERY

Scanning your records should be an important part of your Disaster Recovery Plan. Electronic copies of your documents provide a vital backup if your information has been damaged or destroyed. Through scanning, when disaster strikes you can recover your files in a matter of minutes. Secure Scan can also include off-site data backups and other steps to ensure that a fire, flood, or break-in won't hinder your business.



SAVE MONEY AND SPACE

Storing documents on or off-site is very costly and so is the price to maintain those records. Scanning these records frees up space and eliminates the need to pay the fees associated with storage units, or warehousing. It also reduces your costs associated with filing and archiving.



It costs \$25,000 per year to fill a four drawer filing cabinet and \$2160 per year to maintain.

- Orfal, Harkey & Edwards in
Essential Client/Server Survival Guide

U.S. businesses spend \$350 billion on computer printouts annually. Paper copies cost between 6 and 12 cents per page.

- Orfal, Harkey & Edwards in
Essential Client/Server Survival Guide

The average company spends \$20 in labor to file a document, \$120 in labor to find a misplaced document and \$220 to reproduce a lost document. Meanwhile, companies lose one out of every 20 documents and spend 25 hours recreating each lost document.

- PricewaterhouseCoopers

COMPLIANCE



If your business is subject to regulatory guidelines, such as Sarbanes-Oxley and HIPAA, or subject to audits, discovery demands, or Freedom of Information Act (FOIA) enquiries, a scanning policy should be part of your risk assessment plan. Secure Scan's technology will help you quickly comply with the kinds of requests and avoid any compliance issues.

DOCUMENT SECURITY

Threats from outside (competition, identity thieves) and inside (disgruntled employees, employee theft) compromise the integrity and value of your most important information. Scanned documents cannot be edited and Secure Scans alchemy software systems offer additional securities and controls that paper record keeping cannot provide.

