

# Save **space**, make your files **secure**, & increase your **productivity**.



## Printing Services, Inc. introduces "Digi-Doc" the new **DOCUMENT ARCHIVING SERVICE**

### It's Easy. And only \$99 a box.

Here are the details:

#### WHY HAVE YOUR DOCUMENTS SCANNED?

- **Save Space.** Eliminate all of the important papers, records and files that you have in cabinets and boxes consuming huge amounts of valuable office or storage space. Having these documents scanned will free these spaces for other uses.
- **Make your files secure.** If a disaster like fire or flood occurred, digital files stored in a remote location would remain safe.
- **Increase your productivity.** Don't spend hours searching for critical records. These documents can be accessed easily from cd.

- We'll provide boxes for you to fill with your files and records. Our free pickup and delivery service will retrieve **and** return your materials.
- Page sizes can be letter (8-1/2 x 11) or legal (8-1/2 x 14). The scans are produced as single- or multi-page format.
- Pages will be scanned in black + white and saved in a PDF file format. The files can be named with a description of up to 30 characters.
- Removal of staples or paper clips are an additional \$15 per box. Putting them back after scanning adds an additional \$15 per box.

**Our new document archiving service** allows you to store all of your files on a cd, in an easy to use pdf format. Valuable space in your office is made available. Files can be easily found and printed whenever needed, and can also be shared over the internet when necessary.



#### Document Shredding

We also offer the option of shredding your files once they are saved for only \$6.00 per box. The shredding system is secure, and you'll be provided with an official certificate of destruction.

Call Printing Services today for more information, and we'll be happy to give you an estimate. We're ready to solve your paper filing and storage challenges!

#### Printing Services will:

- Convert your paper files into easily accessible pdf files.
- Store the files on one or more CDs.
- Eliminate the hassle of paper files for you!

We can customize the way in which your files are organized:

- Yearly
- Monthly
- Daily



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