

PANATRON, INC.

P.O. Box 8010, Rancho Cucamonga, CA., 91701-0010 (909) 629-0748 FAX:
(909) 620-0378 E-mail: mail@Panatron.com Web site www.Panatron.com

Archive Division

Document Management Solutions Document Scanning

Scan documents at 200-300 DPI

Convert Documents to PDF CD/DVD

OCR (Optical Character Recognition) Technology

Shred originals and provide certificate of destruction

Store originals physically or electronically

Standard starts at \$0.12

*Files Pre-prepped

*Tax Return

*Scan Files into Database

*Bills and Invoices

*Convert files to PDF CD/DVD

*Legal Documents

*Prep files prior to scan

*Keepsake

*Reconstruct physical files

Mission Critical/Emergency Files 24/7

DOD Compliant

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Your Privacy is our business.

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Document Management Solutions

Document Scanning

To scan or not to scan

Paper based records are still the preferred method of record keeping for most businesses. The majority of business owners and administrators still find their ease of data entry and low cost hard to part with. However, the ease of data entry at the point of contact, sale or care, is only the first step in the document management process.

Paper documents require a significant amount of storage space compared to digital records. In the US most states require physical records to be kept from three to seven years depending on the industry. When paper records are stored off site, retrieving them back to the office for review, litigation, billing disputes or general information is very time-consuming. In addition, making copies, faxing, transporting, and storage fees can be costly.

Digital records are easily accessed and can be printed, e-mailed, and shared appropriately with authorized viewers. Furthermore, the “after entry” benefits of being able to easily add or modify existing files for ongoing customer relationships, and general office activity can be done quickly and efficiently as opposed to physically locate, and search for that one document among many.

Panatron Solution

Step 1: Ship or Deliver your documents.

Step 2: Your documents are scanned using OCR (optical character recognition) technology into our server if required.

Step 3: Our digitalized records are transferred onto a CD/DVD formatted to your business.

Step 4: Original documents are either destroyed and a “Certificate of Destruction” is generated or returned back to customer.

Step 5: Delivery via Panatron transport, mail or e mail.

Step 6: Download your new digital records into your server, keeping your CD/DVD in reserve.