

DOCUMENT CONVERSION SERVICES

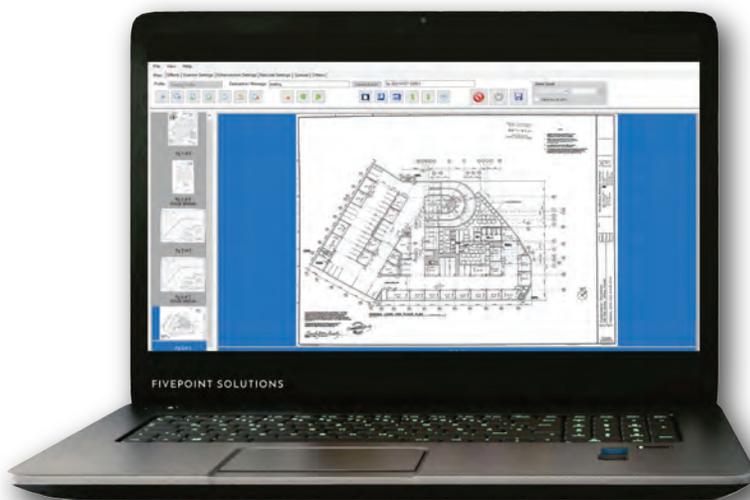


DO YOU WANT TO DIGITALLY TRANSFORM YOUR BUSINESS?

With our Document Conversion Services, we can help you save **TIME, MONEY, and EFFORT** by transforming your paper documents, plat drawings, microfilm, and much more to digital versions. The benefits of converting your records to digital format are practically endless.

At FivePoint Solutions we are dedicated to streamlining your services so you can experience the convenience and efficiency of digital documents throughout your organization. **Document Conversion** provides these benefits:

- **SAVES SPACE** — You no longer need file cabinets or storage bins, saving you rows and rows of office space
- **INCREASES EFFICIENCY** — Information is at your fingertips, instead of in a file cabinet, making documents easier to find and increasing your efficiency and effectiveness
- **SAFEGUARDS CRITICAL DATA** — Prevents important information from getting into the wrong hands
- **GIVES YOU REMOTE ACCESS** — With more and more people working remotely, having remote access to digital documents is more important than ever



Contact Will Vickery at wvickery@myfivepoint.com for full details on **Document Conversion Services** and **OnPoint**.
www.myfivepoint.com | 803-951-2094

DOCUMENT CONVERSION SERVICES

PURPOSE OF DOCUMENT CONVERSION

Transforming your documents to digital versions ensures your data is backed up and protected and helps free up valuable office space that can be used for something more useful. It also ensures quick and easy access to the files you need — you'll no longer have to manually search through file cabinets and drawers filled with records! We offer a wide variety of secure document conversion solutions including **ONPOINT** — our hosted application, traditional scanning to PDF/TIFF files, and scanning and importing to your existing electronic document management system.

PORTFOLIO OF SERVICES



DOCUMENTS IN BOXES



FILES ON SHELVES



DOCUMENTS IN FILE CABINETS



MICROFICHE



MICROFILM



APERTURE CARDS



PLATS



DOCKET BOOKS



AND MUCH MORE

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