Capture & Conversion

- Document Scanning
- Data Entry & Indexing
- Full Text OCR
- Forms Processing
- E-Forms
- Scanning Software Sales & Support
- Large Format Scanning
- Mailroom Services

Store, Manage, Retrieve & Distribute

- Secure Web-Repository
- Hosting
- Box & Vault Media Storage
- Workflow Management
- ECM Software Sales & Support

Professional Services

- System Integration
- Software Training
- Project Management
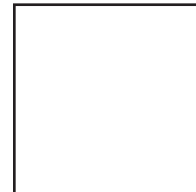- Data & Image Conversion

Litigation Support

- Electronic Document Discovery
- Litigation Scanning & Coding
- Full-Text OCR
- High Volume Printing
- Litigation Software Sales & Support

For more information, visit www.digiscribe.info.

digiscribe™

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Whatever Manager
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123 Main Street
Anytown, US 56789

Did you know

that an online document management system costs less than your monthly coffee bill?

Digiscribe offers *Docuvation*, an affordable, easy-to-use, paperless document management solution that's ideal for small and mid-sized businesses. Its Web-based online storage and retrieval process is painlessly simple to implement, plus it's faster, more efficient, and more accurate than traditional manual filing.

And starting at just $120 per month, it's more cost-effective, too.

- **Access** business-critical documents, 24x7…anytime, anywhere.
- **Avoid** upfront capital costs—pay only a low monthly service charge.
- **Eliminate** lost or misplaced files to increase employee productivity.
- **Protect** company data on a secure, fully-redundant, off-site Web repository.
- **Reduce** your costs to store and copy paper files.

Our cost-effective document management solutions, such as *Docuvation*, are so easy to use and painless to implement, you'll wonder why it took you so long to go paperless.

Call Mitch Taube at 800-686-7577 X103, or email info@digiscribe.info and type Painless & Affordable" in the subject line.

digiscribe™

The painless way to a paperless office

Did you know

that a 1-page business document is printed an average 19 times?*

That's a lot of wasted paper! With a paperless document management system, files are scanned just once and stored online for instant retrieval anytime, anywhere. And by using less paper, you'll save money while you help save the environment:

- **Eliminate** unnecessary paper copies.
- **Save** more trees by using less paper.
- **Reduce** your company's carbon footprint.
- **Minimize** your costs for paper, storage, and distribution.
- **Contribute** to a greener, more healthy environment.

Digiscribe's cost-effective, "green" solutions are so easy to use and painless to implement, you'll wonder why it took you so long to go paperless.

As part of our ongoing "Green" initiative, Digiscribe will donate $20 for every 20,000 pages we scan in 2008 to The Conservation Fund.

Remember:

Scan 1 page—you've saved 19 paper copies. Scan 20,000 pages—you've saved the paper equal to a 4-drawer filing cabinet or a 70' tree!**

* Source: Coopers & Lybrand study, 2004.
** Source: to come

Call Mitch Taube at 800-686-7577 X103, or email info@digiscribe.info and type "Take Me Green" in the subject line.

digiscribe™

The painless way to a paperless office

Did you know

that over 60% of companies confronted by a major disaster close within two years?*

* Source: Association of Records Managers and Administrators (ARMA)

That's a lot of companies who could have easily avoided going out of business had they had a disaster recovery plan!

Digiscribe offers a painless way to protect your business-critical documents during major disasters **by converting them from paper-based to electronic files that are stored off-site on our secure, Web-based repository.** This way, your documents are **always protected and always available**—even during unforeseen events or catastrophes.

Our document management services provide disaster recovery, business continuity—and peace of mind—knowing that you can:

- **Protect** irreplaceable documents in a secure, fully-redundant, off-site facility.
- **Ensure** business continuity during an unexpected event.
- **Access** business-critical documents 24X7, from any computer.
- **Minimize** downtime and disruption to your customers.
- **Meet** regulatory compliance requirements for document security.

Our secure, electronic document management solutions are so easy to use and painless to implement, you'll wonder why it took you so long to go paperless.

Call Mitch Taube at 800-686-7577 X103, or email info@digiscribe.info and type "Protect My Documents" in the subject line.

digiscribe™

The painless way to a paperless office

Did you know

that your filing cabinets are costing you hundreds of dollars a year?

One filing cabinet requires an average 12 square feet of valuable office space that could be used more productively. That's a lot of wasted space and money!

But with a document management system from Digiscribe, you **eliminate the need for paper copies—and the filing cabinets that store them**. Instead, you can retrieve the documents you need online *in seconds*—right from your computer—rather than waste hours searching through filing cabinets for lost or misplaced files.

- **Reclaim** the office space now used by filing cabinets.
- **Save** on document storage and warehousing costs.
- **Eliminate** lost or misplaced files.
- **Improve** employee efficiency and productivity.
- **Maintain** a pleasant, clutter-free office.

Our cost-effective document storage solutions are so easy to use and painless to implement, you'll wonder why it took you so long to go paperless.

Call Mitch Taube at 800-686-7577 X103, or email info@digiscribe.info and type "Reduce My Space" in the subject line.

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The painless way to a paperless office