



IMPROVING *YOUR* EFFICIENCY IS OUR BUSINESS

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Not Sure Where to Start???
...we can help, call us!

Find Information in Minutes
...we convert paper to digital

Accounts Payables

Board Meeting Minutes

HR Files

Engineering Reports



Since 1979 Micrographics Equipment Services Inc. (MESI) has provided customer driven solutions.

Our *Digital Records Program* is another solution designed to increase the efficiency of our customers. Based on 30 years of archiving experience, MESI has created a program specifically for Corporate Accounts. Important records can be stored on encrypted and password protected CD/DVD, ingested into your preferred storage system or posted to WebView EZ, a secure, internet accessible image repository.

Digitizing today saves money and improves operating efficiency. Most importantly, by digitizing today, the risk of loss or damage to important records, can be eliminated.

- Digital Records Program Features/Benefits:**
- Save time searching for information
 - Save space dedicated to paper storage
 - Eliminate costs associated with paper storage and personnel injury
 - Facilitates disaster recovery and DLP, Date Loss Prevention
 - HIPPA business associate partner
 - Encrypted CD and DVD
 - Very competitive prices from a County and Federal Government Contractor
 - File pick-up from your storage room
 - Optional, full text search, PDF's
 - Paper shredding and certificate of destruction.
 - Reputable, proven, out sourced vendor
 - **Free samples and consultation**

True Story... Dr. Bob a surgeon in Chicago had to attend a deposition in the afternoon and needed to review an EOB from approximately 18 months ago. He wasn't sure what box the paper was in and didn't really know the date of the EOB. Fortunately for Dr. Bob, we just completed the job to digitize and OCR (Optical Character Recognition) all 275,655 pages of his Daily Financial Records. We searched electronically for the patient's name and found the EOB he needed in < 10 minutes!!

**WE ARE... LOCAL, RESPONSIVE, TRUSTWORTHY,
KNOWLEDGEABLE, COMPETITIVE, HELPFUL**