



# Are Your Legal Documents & Minute Books Secure From Fire, Theft and Loss, or Just Taking Up Valuable Space?

## Highly Efficient Legal File Scanning Services

**Micro Com Systems Ltd.** has been providing document imaging services for 34 years, and scanning services for the last 19. We're BC's leading document imaging company.

Our scanning service bureau digitizes hundreds of thousands of pages per month on behalf of our many clients. Let us convert your records in a fraction of the time it would take you.

We can also leverage current record listings to increase scanning automation, reduce data entry costs and virtually eliminate entry error.

## How Does it Work?

We can scan your litigation files, legal files or minute books, either at our secure and confidential facility, or we can transport our team and equipment to your office.

Micro Com Systems is willing to sign a confidentiality agreement to facilitate the transfer of sensitive information.

## Why Scan Your Paper File and Minute Books to Digital files?

- **Compatible with your Law Corporate/Practice Management Software** – MCS can scan and configure all of your paper based minute books as **Virtual Minute Books**. These are searchable PDF files, formatted to be compatible with your Practice Management Solution.
- **Disaster Recovery** - Once your paper files are digitized, they can be stored on your law office server or workstation & also **backed up off-site** to protect them from fire, theft, deterioration, misfiling or loss.
- **Worldwide Retrieval** - Once in a digital format, files can be safely sent & **retrieved instantly from anywhere**. This eliminates the need to manually store, retrieve and send files, or to carry around cumbersome boxes or binders of paper files.
- **Standalone System** - If you don't use a Practice Management Solution, your files can be stored on **encrypted and password protected** electronic media, such as USB flash drive, DVD or CD. MCS can also provide simple and inexpensive solutions to efficiently store and access your files.



*Feel free to Contact us for a FREE Consultation & Scan Sample*

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