

CUSTOMER PROFILE - LEGAL INDUSTRY

Customized Scanning Services & Solutions for:

Litigation-Client-Case-Client Billing Files & Litigation Support



Changing Business One Image at a Time

SITUATION

The Legal Industry creates a large amount of documents per month. A majority of these items need to be retained for many years. Using **paper-based** systems, firms store documents onsite, offsite or anywhere that they can find room.

OBJECTIVE

1. To provide document management **solutions** for paperwork related to Litigation, Client, Case and Billing first and eventually expanding to other ancillary functions. 2. To **reduce** paper and storage needs significantly, while delivering **easier access**, improved workflow, and **greater productivity**.

SOLUTION

A smart combination of Scanning Services, Information Accessibility, and a Paper Disposition approach customized and implemented by **Dimension Imaging**.

CLIENT COMMENT

"The money we are now **not spending** on outside services, storage and internal workflows, more than pays for the solution provided by **Dimension Imaging**.

On a scale of one to ten, I'd say we are at a nine plus in satisfaction."

Dimension Imaging:

- * Conceived of a desire to provide unique and exceptional answers to the most important data challenges facing business in today's marketplace.
- * An organization that is strategically designed for and employs uniquely talented professionals specializing in the document imaging industry.
- * Industry experienced professionals that provide a unique insight into the specific requirements of today's imaging needs as well as maintain a matchless capability to provide leading edge answers that directly benefit your business.

For the **Legal Industry**, **Dimension Imaging** specifically provides the following products and services:

- **Document Scanning**
- **Information Retrieval**
- **Storage & Shredding**
- **Customized Solutions**
- **LITIGATION Support**

Document Scanning & Indexing – Corporate Litigation, Civil Suits, Bankruptcy, Product Liability, Environmental, Criminal or any other area document can be physically scanned into media for use by your organization. This service allows you to consolidate information from previous years, with information from the current digital technology, onto a single media format that will greatly expand research and access capabilities.

Got OCR! (Optical Character Recognition)? **Dimension Imaging** can take your digitized documents & convert them into secure and searchable **PDF's**.

Information Retrieval – User access of information via a **Web-based** solution:

- Corporate-wide access for **unlimited users** (Intranet or Secured Internet)
- Online Storage (Scanned Images, MSWord/Excel, PDF, Voice, Email, etc.)
- Integration into existing applications
- Internal Electronic Form Creation
- Operational Workflow Processes
- Supports imaging, electronic forms, workflow, file tracking, box storage,

microfilm indexes, video, audio, PDF, Word, Excel and other objects

Document Storage & Shredding – The physical storage of records at our secure location or the physical shredding of documents via our certified process.

Customized Client Solution - Design, construct, install, integrate turnkey image platform specifically designed and constructed for an individual client to be utilized internally by their employees for internal scanning needs. This approach allows users to create their own digital images of documents for internal use.

Solution BENEFITS:

- * Information Dissemination
- * Improve Department Communications
- * Record Security
- * Reduced Space Requirements
- * Increased Productivity
- * **Win more Cases!**

Solution PRICING:

- * We will scan any amount of work over any period of time.
- * \$0.075/page up to 100,000 pages.
- * Pricing Includes: Doc-Preparation, Scanning, Indexing, Quality Assurance, Output, CD/Disk, Delivery, **Shredding, 90-day Storage**).
- * Pricing Includes: Retrieval Software.
- * Weekly/Monthly pick-up schedules.
- * Financial arrangements can be made on a periodic basis **at no interest**.
- * Pricing discounts: over 100,000 pages = \$.07, 500,000 pages = \$.065.



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