



Document Scanning Services

Many organisations have a variety of hard-copy documents that would be better managed if scanned into a digital format. And that's certainly where we can help. Because at we utilise the latest data capture technology to scan and then convert your documentation into any format you require.



PBS.INC can readily convert any electronic or hard copy document including:

Drawings , Plans , Maps , Photographs, Microfilm, Manuals, Forms, Slides, Correspondence

Into any required format, for example:

JPEG, TIFF, PDF / Serchable PDF, BMP, RTF

Benefits:

- Improved retrieval and multiple points of access to information
- Recover unproductive storage space
- Minimise security risks
- Prevent loss of data
- Improve productivity
- Increase profitability

you want to outsource your scanning ... but still need the work done in-house?

While a client may well demand that their scanning activities are carried out in-house - for security or privacy reasons for example - they may still wish to outsource those operations. And here, PBS.INC will provide all necessary equipment and staff on-site at the organisation's premises.

Benefits

- You do not have to worry about staff leaving because they find scanning boring.
- You do not have to worry about staff training and re-training.
- You are not at risk if staff are sick.
- You are not at risk if your equipment fails.
- Quality is assured.



Scanning Staff & Training



We can provide your scanner operators.

In-house scanning demands that all staff assigned to this work are adequately and comprehensively trained. Training that allows you to draw on the full potential of your equipment. That ensures you consistently maintain high scanning quality and that prevents operational mistakes. It's also a reality that much in-house scanning work is assigned to staff that are not suited to the activity. This will often result in the loss of good people who regard the work as tedious, delays due to higher than normal absenteeism, poor quality images, badly maintained equipment or a combination of all of these problems.

To meet such training and personnel issues, we can provide your scanning staff on a part time, full time or fixed term project basis. All our scanner operators are carefully chosen based on criteria we have developed over ten years of operating a scanning bureau. And they are meticulously trained to ably meet your scanning and document management requirements.

Benefits

- Less staff frustration.
- Scanned images are of the highest quality.
- Better risk management.
- Procedures are in place to ensure consistently high quality.

Please also consider our total on-site solution. With this, we provide the staff, the software and the hardware. We are responsible for everything between and including opening the mail and delivering you the data you require ... when you want it and in the format you require. We Can Provide Scanner Operator Training In-house scanning demands that all staff assigned to this work is adequately and comprehensively trained. Training that allows you to draw on the full potential of your equipment. That ensures you consistently maintain high scanning quality. And that prevents operational mistakes - you do not, for example, want to find you have destroyed an original only to discover the electronic version is unusable. Such training needs are all catered for by highly experienced members of the PBS.INC team, all of whom have an intimate knowledge of scanning and document management.

Benefits

- Less staff frustration which ensures better quality and lower staff turnover.
- The images are useable and are of the highest quality.
- Better risk management.
- Procedures are in place to ensure consistently high quality.

