

Inter Optimis, LLC

Provides an efficient way to convert your paper, microfilm and microfiche to electronic form:

- ◆ Delivery / pick-up
- ◆ Document preparation
- ◆ File stripping / purging
- ◆ Volume high-speed scanning
- ◆ Indexing and verification
- ◆ Quality assurance / quality control
- ◆ Full text OCR
- ◆ Document re-assembly
- ◆ Database creation and population
- ◆ CD mastering
- ◆ On-site / off-site production

WE ARE.....

"A LOCAL COMPANY WITH OVER 10 YEARS EXPERIENCE IN DOCUMENT IMAGING"

CALL US: 805-517-1000

or

VISIT US ON THE WEB @
www.optimis.com

What is Document Imaging?

The term "Document Imaging" refers to the process of taking paper documents and turning them into electronic files. Once converted, documents can be viewed on virtually all platforms and distributed in a variety of ways; over networks, CD-ROM's or over the web!

Paper Scanning Up to Size E Drawings!

Get rid of paper!
Store up to 20,000 pages on one CD

Fiche/Film Conversion

Get rid of film/fiche!
Store up to 15,000 images on one CD

C.O.L.D.

(Computer Output to Laser Disc)
Get rid of printed reports!
Store up to 500,000 pages of compressed data per CD

Benefits of Digital Images:

- ◆ Rapid and easy access, search and retrieval of imaged files.
- ◆ Multiple users can simultaneously access imaged material from multiple sites.
- ◆ Documents can be imported into various word-processing programs.
- ◆ You can have an electronic database of corporate documents, such as financial statements, required regulatory documents, tax documents, etc.
- ◆ The productivity of employees who access documents is increased by eliminating the time-consuming task of retrieving and re-filing documents.
- ◆ Electronic databases do not deteriorate over time as paper or magnetic media.
- ◆ You eliminate mis-filing and lost documents.
- ◆ You have the ability to create a Disaster Recovery System by storing important documents and records off-site.

Consulting Services

Our **GOALS** are your **GOALS!**

Inter Optimis will design and implement a system that complements your existing technology. We will perform a thorough on-site "Requirements Analysis" to determine the best system to meet your needs.

CruiseLine Software

Your in-house solution to document imaging!

- ◆ Scanning
- ◆ Indexing
- ◆ Viewing

Powerful, flexible and easy to use

Designed for high-speed, high-volume production

Fifteen Software Modules that you select and tailor to your specific needs

www.batteries-included.com

DID YOU KNOW...

- 90% of corporate memory exists on paper
- Of pages that get handled in the office, 90% are merely shuffled
- The average document gets copied 19 times
- Companies spend \$20 in labor to file a document. \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document
- 7.5% of all documents get lost, 3% of the remainder get misfiled
- Professionals spend 5-15% of their time reading information but 50% looking for it
- There are over 4 trillion paper documents in the US alone, growing at a rate of 22% per year

Source: Coopers & Lybrand



Scanning & Imaging Services

- ◆ Paper
- ◆ Microfiche
- ◆ Microfilm
- ◆ Aperture Cards
- ◆ C.O.L.D.
- ◆ Consulting

CruiseLine – Our in-house solution to document imaging

IMAGES -Tiff, PDF, JPEG, etc.
MEDIA - CD, FTP, Internet

200 Science Drive
Moorpark, CA 93021
(805) 517-1000
www.optimis.com