

InterPro Digital Mail Room

Inter-Optimis LLC., an InterPro Company



InterPro Digital Mail Room Solutions provide Mail handling, scanning and imaging services to large and small businesses alike.

Whether your aim is to lower costs, increase productivity, or to improve information sharing in a secure way, we have the solution for you.

Our Services

- _ MAIL ITEM OPENING AND SCANNING
- _ IMAGE CLEANUP
- _ INDEXING AND DATA ENTRY
- _ SECOND-PASS VERIFICATION
- _ OPTICAL CHARACTER RECOGNITION (OCR)
- _ MICR AND BARCODE RECOGNITION
- _ HIGH-SPEED DATA CONVERSION
- _ CREATE IMPORT FILES
- _ WORKFLOW DISTRIBUTION
- _ INTERNET HOSTING
- _ MAIL BACKUPS TO CD
- _ MARKUPS AND REDACTIONS
- _ HIPAA COMPLIANT SECURITY
- _ LARGE FORMAT SCANNING

The High Cost of Paper

By some estimates, 90% of corporate memory exists on paper. And yet, approximately 7.5% of all paper documents get lost. Why not take the enormous amount of paper your business generates every year, and turn it into digital files that can be quickly and easily retrieved?

Time spent filing and reproducing lost documents has a cost, as does the floor space devoted to filing cabinets and file rooms. We know that the hours your staff spends filing, retrieving, and re-filing documents can be put to better, more productive use. Coopers & Lybrand estimates that companies spend:

- >> \$20 in labor to file a document
- >> \$120 to find a misfiled document
- >> \$220 to reproduce a lost document

What solution is right for you?

InterPro can eliminate many of the costs associated with paper documents by converting your documents to digital images, creating advantages that generate real savings:

- >> Store your documents easily and securely, electronically
- >> Search for desired documents by key criteria, not the name of the file
- >> Access your documents from your desktop, or over a Secure Internet
- >> Never misfile a document again

It's easy — just set up a lockbox. Our team will scan and index your documents, turning them into searchable electronic data in a Workflow environment. Then we will then make them available to you via CD, your own servers, or InterPro's secure hosting service.

Short-term or ongoing projects, a single service or an end-to-end solution, we can select the service or services that are right for you. And because InterPro solutions are designed to meet your specific goals, each service we offer is completely customizable — you pay only for what you need.

- _ Save money on mail Sorting, Handling, Data entry, and Distribution
- _ Decrease Processing and Turnaround Time
- _ Increase Accuracy of sorting and data files
- _ High Volume Dispatch and Rapid Turnaround Times
- _ Access restrictions/Document Management

