

Introducing Conversion Services

One Facility. All the Solutions.



With our service, you can enjoy the benefits of document imaging without the challenges of managing the document conversion process.

INNOVATIVE TECHNOLOGY

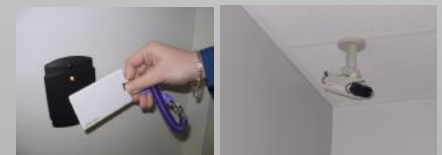
Document imaging technologies have evolved into a mainstream method of capturing, storing, and managing all your documents and business information. Organizations are realizing that they can no longer afford to maintain historical paper-based filing systems that are costly, difficult to secure, and limit access.

The GBS Conversion Services Center can provide you with a total solution that takes the guessing out of the document imaging equation. We take great pride in utilizing the latest hardware and software technology to ensure we exceed your expectations.

SECURE

When pursuing a digital solution, clients and prospects are concerned with the security and safekeeping of their information and documents. GBS understands the significance of maintaining your security. We have spent considerable time and resources securing the 6,000 square foot, state-of-the-art 35-workstation Conversion Center. One of the hallmarks of our service is the utilization of security methodologies. We look forward to guiding you through the conversion process seamlessly and cost-effectively.

The GBS Conversion Services Center provides customers with state-of-the-art technologies that enable their documents to be processed to digital format efficiently and securely. The facility is equipped with electronic key card security. Access to the documents is highly restricted and monitored by security cameras.



Want to know more?

Call us at 800.860.4427 for further details regarding this solution.

Conversion Services

FEATURES AND BENEFITS

- Gain control and accountability of your informational assets
- Provide improved secure access to documents and information
- Reduce labor, regain space, and make your organization more functional through automation
- Comply with required government regulations

SERVICES

- Secure pickup and delivery of your documents by GBS personnel
- Document preparation (Removing Staples, Organizing documents, etc.)
- Document pulls when files are requested from customers
- Conversion of paper to CD-ROM, DVD, Magnetic Media, etc.
- Ability to provide files for exporting into core business applications
- Full text optical character recognition (OCR)
- Long-term & short-term box storage
- Conversion of oversized drawings and maps
- Large format scanning
- Document destruction
- On-site scanning for special projects
- FTP capabilities for secure downloading of your files to your local servers
- Images can be processed in many types of formats such as TIFF, PDF, JPEG, etc.
- Microfilm/Microfiche Conversion

SECURITY

- Each conversion center entry point, as well as GBS server room, is secured with an electromagnetic locking device restricting access to unauthorized personnel via an electronic key card security system.
- Video surveillance has been installed in the GBS server room as well as the document storage, preparation, scanning, and caged storage areas. All cameras are recording 24 hours a day, 365 days a year.
- The GBS Conversion Services Center is an alarmed, monitored facility using motion-detecting equipment.



AMERICA'S PRODUCTIVITY PARTNER

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