

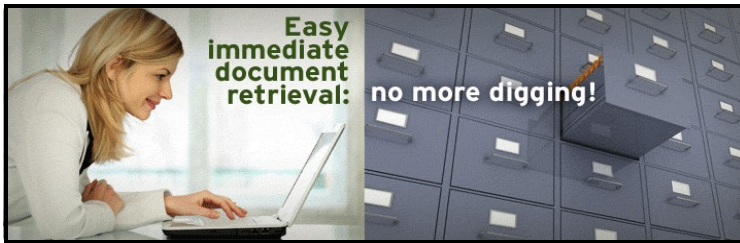
**Enhancing the File Management
of Your Business Through
Systems Administration!!!**



DOCUMENT SCANNING & STORAGE

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Our document management solution consistently delivers superior imaging solutions to the members of our business community. We are determined to provide the best solutions and best possible services available. We understand that our customers success is dependent upon the ability to manage, control, and provide access to the documents and information that support their mission. Whether the reason is space, distribution, access, regulatory compliance or streamlining business processes, we can provide the document management control you need to ensure the success of your organization.



Our process takes us from document preparation, which includes separating pages, removing staples and paper clips, etc, prior to the actual scanning. Scans are done in color or black and white, depending on the clients requirements. Files are indexed for easy access, and the media output is provided in either CD, DVD or External Drive. We also offer document destruction with certificates of destruction included.

FILE CONVERSION

DOCUMENT SCANNING AND STORAGE

R.F.I.D. IMPLEMENTATION

TEMPORARY FILE ROOM STAFF

SYSTEMS FURNITURE INSTALLATION

ASSETS INVENTORY

REORGANIZATION EFFORTS

REDUCTION OF FILING BACKLOG

FILE/LIBRARY RELOCATION

HIGH DENSITY SYSTEMS INSTALLATION