



GRAPHIC SCIENCES

**YOUR PARTNER IN DOCUMENT
AND INFORMATION MANAGEMENT**

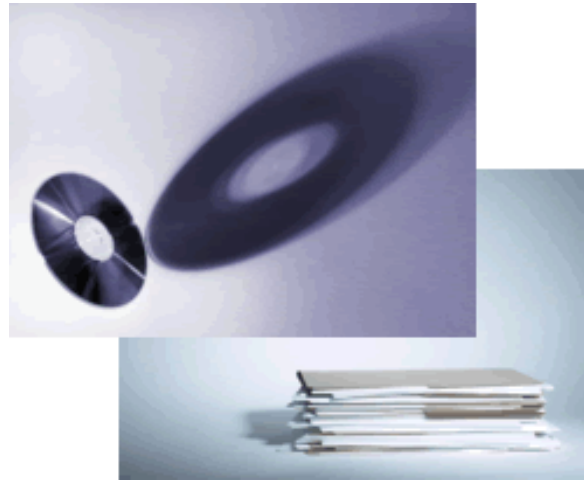
Convert Your Paper Records to Digital Images for Fast, Easy Access Streamline the Way You Manage Your Records

Do you have mountains of paper files that are hard to access?

Do you need an efficient and effective way to manage all your paper records?

Do you have documents for:

- Financial or Accounting Records
- Medical Records
- Government Records
- HR Files
- Insurance Records
- ANY Business Reason



There is no need to dig through piles of paper to get the document you need. Graphic Sciences has paper scanning conversion services that will create digital images from your paper documents and then provide the means to access those documents on virtually any computer system. Your paper records – anything from small notes to large drawings to bound books – can be converted and then indexed so that you have fast access to all your documents. You'll save storage space and improve efficiency.

Using the latest scanning equipment and a highly experienced team that has been in the industry for over 25 years, GSI will prepare your documents, scan them and then index them according to your needs. Quality control is built into each step of the process. GSI can repair ripped or deteriorated documents in order to get the best possible image. There are many choices of storage media and retrieval and printing systems to match your requirements. You can store and retrieve records via the Internet or we can provide tools to manage your own system. You can:

- help prevent record loss
- get easy retrieval of your data
- gain portability of your data
- reduce record storage space
- improve productivity
- utilize your own database for indexing

GRAPHIC SCIENCES, INC.
800 397 6620 fax 248 549 2760



4208 Normandy Court
Royal Oak, Michigan 48073