

Info and Pricing Packet

Scanning Digital Transformation Services | Document Mountain 2022

OVERVIEW

Inquiry for digitization service of business records: Physical records are not only a pain to manage, but are the cause of a multitude of other issues. In this packet we explain how digitally transforming your physical records is a simple yet powerful way to save time, money, and expand your business's success.

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Section 1:

Physical Recordkeeping in a Nutshell

Regardless of a company's size, records are the storytellers of its history.

They are a textbook of previous business activities & a guidebook that informs future decisions.

But there's a problem. Physical records management and retention is time consuming. Everyone can see the bottlenecks of digging through a stack of paper to find what you need, the potential for error in refiling, as well as the burden of finding a secure space to store sensitive info. Not to mention you are concerned about complying with internal and external governance.

All of this drama makes us want to keep our records on the shelf. Hidden and unhelpful.

Here's the thing: you shouldn't have to deal with that drama. You should be able to focus on your organization and what will make it grow - and your records should be helping!

Section 2:

Digital Recordkeeping in a Nutshell

Can a complete change in your records management add value to your organization? We believe it can, but only if you do it right. To do that, it takes a large amount of work hours, a substantial investment in infrastructure as well as a network engineering degree to tie it all together, right?

Not at all!

We specialize in helping you fix this problem for good by assisting you in **scanning** your records, **storing** your records, and **streamlining** the processes that generate those records. Allowing you to securely access those records anytime, anywhere while complying with all internal and external compliance. We call this a **Digital Transformation**.

A Digital Transformation provides the following:

- Scanning: Digitization of all existing records
- Storage: Secure access anywhere & anytime
- Streamlining: Automated and pain-free record keeping process



Section 3:

DM's Digital Transformation Service Deliverables

Initiating the above process can seem overwhelming, but our clients operate in a “*hands free environment*.” Meaning, once you provide us access to the records, we do all the work. Here's what you receive when you contract Document Mountain for a digital transformation:

1. **Intake - You are hands free**
 - a. We schedule a time & pick-up your records
 - b. We box your records up (if needed)
 - c. We actively create an inventory of records for chain of custody purposes
 - d. We remove anything that will jam a scanner such as staples, post-it notes, distorted pages, etc.
 - e. All these steps are estimated to consume 3 hours per-box
2. **Processing - You are hands free**
 - a. Quality control ensures records are ready to be scanned
 - b. Your records are digitized using high-grade industrial scanners
 - c. OCR (Optical Character Recognition) is applied. This will turn every word on a non-searchable piece of paper into content that can be discovered via a “Google” like search.
 - d. Each document is named & indexed mirroring your prescribed filing structure
3. **Retention - You are hands free**
 - a. Fully digitized and index records are immediately available
 - b. Retrieval behind a secure company login and password structure
 - c. Supported by an “electronic finger-print audit trail” of who touched the record, when, and why
 - d. Governed by a customer defined retention strategy that dictates how long the records are to be held
 - e. Physical retention of the original records for a prescribed period

Section 4:

Pricing Options

A lot of people see records management as just another necessary cost. Here's why we see it as an investment:

When you work hard to make sure your records are accessible, secure, and compliant, it does more than make you efficient - it turns your records into an asset. Plus, an investment you make in a digital records management process has a historically strong ROI.



Digitization Service – Pricing 2022

Index Level	Description	Investment
Folder	By container of files and documents inside of box	\$.06 per page
File	By group of 10 or more documents fastened together	\$.07 per page
Document	By individual page	\$.08 per page

Each option above includes:

- Records preparation; the removal of staples, paperclips, post-it notes
- Record digitization into a b&w pdf per record side
- OCR (Optical Character Recognition) of every typed word on record
- 3 unique index values of 10 characters or less
- 75% discount on records retention (\$.011) during processing

(*Variables that upon evaluation will contribute to an increase in cost include but are not limited to **average box equates a number of images between 2,700 and 3,500**, increased number of index values, increased length of index values, increase record preparation, Document to Folder ratio is less than a 10 to 1, document size greater or less than 8.5x11 and any other variable or requested service that is not listed above.)

Section 5:

Customer Cases

*We want you to feel confident in your decision to contract us for your digital transformation.
Below we've listed a variety of client cases from different industries.*

Biechele Royce Advisors

\$2,550 one-time / \$20 monthly

A financial advisor group in Carmel, IN was moving. They had 10 boxes of client records that they needed to retain. However, they lacked the space to store boxes in their new location. So we conducted a digital transformation of their client records. All records were digitized and sorted by advisor for simple secure access.



Bremen Public Schools

\$10,200 one-time / \$80 monthly

The public-school system in Bremen, IN had 40 boxes of student records dating back to the early 1900s. Unfortunately, they had a water leak that destroyed some of these records that they are required to keep permanently. We conducted a digital transformation of their student records and now the administrator has instant access with no future fears of water damage.

IU Saxony

\$8,925 one-time / \$70 monthly

IU Saxony Hospital had 35 boxes of construction records relating to the building of their facility. They are required to keep them for the lifetime of the building and make them accessible to the inspectors upon demand, neither of which is viable in a paper format. We conducted a digital transformation of their facility records. So now these records will live on forever, and are easily accessible within the reach of their fingertips.

IU North

\$11,985 one-time / \$94 monthly

IU North had 47 boxes of business records that were stored in their basement hallway. The Fire Marshall issued monetary fines for blocking a path of egress. We conducted a digital transformation of the business records and now the egress is not blocked and they are not incurring any additional fines.

Section 6:

Digital Transformation Plan of Action

1. Tell us about your recordkeeping situation over the phone or in [this form](#). We'll follow up & provide you with a competitive quote.
2. Our team picks up and digitally transforms your mountain of documents into all new digital files
3. See results instantly! Your digital records help you get more done, clear up office space, and reduce operating costs.

Request a quote online or over the phone:

documentmountain.com/get-a-quote or call (317) 802-0107