



# Archive Document Scanning Service

Our **scanning service** transforms all the paper in your archive to electronic versions. We therefore give you easy access to documents and minimize your document storage space.

## THE SCANNING PROCESS:

- Preparation: Any staples or other fasteners are removed to enable a safe fast document scanning process
- Document scanning: in black and white: text and barcodes (PDF format)
- Indexing: To ensure easy search and retrieval by folder
- Quality control
- Transfer all images and data to a suitable storage medium (DVD)
- A4 and A5 size documents can be scanned
- Confidentiality guaranteed
- Return or shredding of documents

## WE ALSO OFFER:

- Barcode scanning services
- General administrative functions
- Batch upgrading of electronic equipment

## LIST OF CUSTOMERS:

- Vodacom
- Secundes Accountants
- Oosthuizen Brokers
- Cell C

**Employment Solutions** is a non-profit organisation that supplies training and creates employment possibilities for persons with a variety of disabilities, including physical disabilities, mental challenges and deafness, across all borders of our society.

## An organisation with a difference:

Employment Solutions offers valuable service to corporate and manufacturing companies, therefore not only giving dignity and purpose to a marginalised part of our society, but also offering services that makes business sense to the industry.

## Employment Solutions' mission is to:

- Establish and manage sustainable employment units, consisting of persons with disabilities.
- Empower these individuals through training in the delivering of quality services and products.
- Facilitate awareness of a disability friendly environment.
- Enhance and promote the mobility, independence and dignity of persons with disabilities.

## How would your company benefit?

**Employment Solutions** is committed to:

- Diligent personal attention
- A commitment to excellence
- Strict adherence to production volumes and timelines
- A stable, motivated workforce
- Production orientated and output focussed workgroups dedicated to your product
- Competitive pricing
- Simplifying of your filing and storage system
- BBBEE compliance- Employment Solutions is a level 4 contributor
- Tax benefits according to Section 18 A for donations made to Employment Solutions

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Affiliated to: APD Gauteng North & GPAPD

*We make your nuisance our business...*