

arch SCAN



Archiving and Scanning Description of Services

**ORGANIZING
SCANNING
ARCHIVING
INFORMATION
FOR THE FUTURE!**

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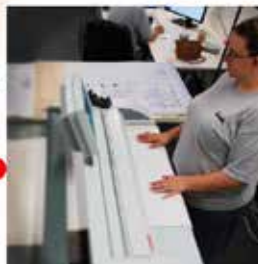


TOO MUCH PAPER?

Get Organized!

FINDING
ORDER
IN CHAOS

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archSCAN, LLC is a leader in digital archiving services. Research, inventorying, document management, digital conversions, and scanning services help clients preserve and organize important documents. **archSCAN** provides a "turn-key" solution, integrating electronic information with newly digitized documents in order to create an orderly, user-friendly digital library.

"Researching, cataloging, and creating an organized inventory of documents is really our niche. It's like a big puzzle...There are many pieces in various locations, and we bring them together into a cohesive end-product. archSCAN's role is to find order in chaos."

- Ginny Williams
Founder and Managing Partner

The **archSCAN** team each has an average of 30 years experience in the reprographics and scanning industry. They have an exceptional understanding of how to organize, catalogue, index, and scan documents. Our staff spends time with each client in order to ensure a product which is tailor made to meet the requirements of each company.



SERVICES OVERVIEW



SERVICES



- Turning chaos into an **orderly document archive**
- On-site **document organization**
- **Database** creation and population
- Document **scanning**- large and small-format documents, photographs
- **Electronic file organization**/ restructuring (file naming, folder structure)
- File **conversion** services (TIFF to PDF, DWG to PDF)
- Document **repair**
- Identifying **missing and duplicate** pages
- **Merge** electronic and newly scanned information together into one archive
- **User-friendly** electronic end-product





SAVE TIME, SPACE, AND MONEY

DOCUMENT ORGANIZATION

Overwhelmed by piles of paper?

Running out of room to store boxes?

Don't know where to begin?

archSCAN, LLC can help formulate a strategy on how to manage the task of organizing and archiving important documents. Our highly trained archivists give sound advice on where and how to begin the process. They will organize the documents if you do not have the time, or manpower, to do it in-house.





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BEFORE / AFTER

WE CLEAN UP YOUR MESS!

RESEARCHING
CATALOGING
ORGANIZING
INDEXING

archSCAN, LLC is the only company in the Mid Atlantic region, which will **organize your paper documents on-site** prior to the scanning process.

Our strength lies in finding order in chaos, merging drawing sets together, integrating documents which are stored in several locations, and purging duplicate and superseded documents. **archSCAN's** archival staff has over 150 years of combined experience and are well versed in this arduous and detail driven process.

A custom database is created to record all documents, locations, pages in the sets of blueprints, duplications. Clients know exactly what they have prior to scanning and can plan ahead which files to scan and budget accordingly. Completing the organizational phase first, ultimately saves our clients money.

A neat, orderly, labeled storage room is the end-product of the organizational phase. All documents are put away and labeled. Duplicate sets are marked. Documents are sought from hidden locations, offices, closets, buildings into one cohesive storage solution. Unwanted documents such as duplications are discarded.



DOCUMENT REPAIR-

Taping, trimming, removing staples/binding



SCANNING-

Full scale images, black/white or color, large/small documents



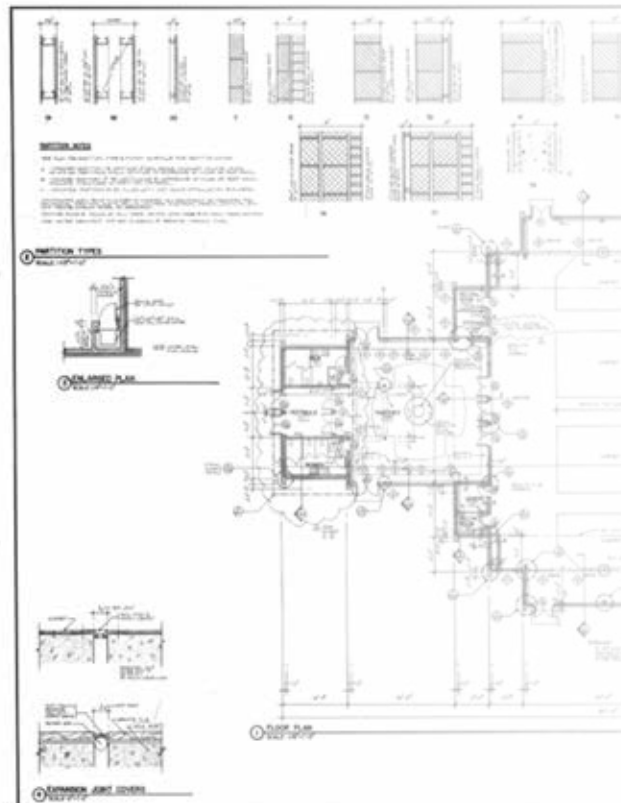
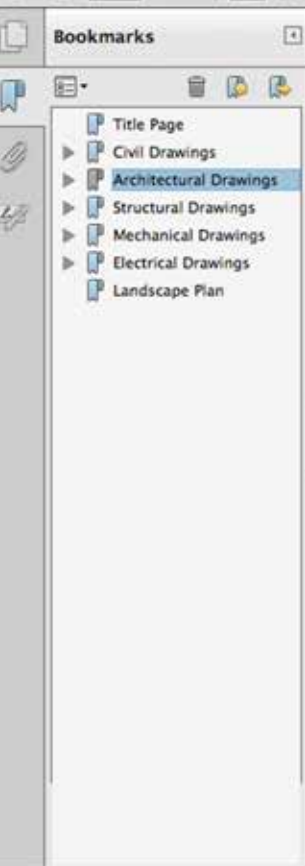
ELECTRONIC FILE MANAGEMENT-

Digital conversions, file indexing, book marking, EDMS integration



DOCUMENT SCANNING

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LARGE OR SMALL

archSCAN, LLC is able to scan any large or small documents such as blueprints, manuals, flat documents, two-sided documents, construction files, photographs, maps, and more.

- 100% scale
- High resolution
- Color or black/white
- PDF, JPG, TIFF, etc
- "Read-only" files for archival purposes
- Document repair to ensure they will go through the scanners without damage



ELECTRONIC FILE MANAGEMENT

DIGITAL ARCHIVING

- *Organize electronic files*
- *Merge electronic files with scanned documents*
- *File indexing*
- *Digital conversions*
- *Book marking*
- *Metadata/OCR*
- *Logical file folder structure*
- *FTP Site for secure document upload/download*

archSCAN, LLC will organize archived information into digital file folders set up to clients' specifications. Metadata, OCR, and Bookmarks will enable documents to be searchable. The information is then imported onto CDs, DVDs, USB, or external hard drives, which allows for an easy upload to clients' intranet or document management systems.

archSCAN, LLC prides itself on creating an archive which is clearly labeled and logically organized. **archSCAN, LLC** takes the time to work with each client to create the best design for the their archive. Finally, **archSCAN** can store a back-up copy of your information in case there is a need in the future.



“Retrieval is where the quality of a indexing system is most evident. A document should be found quickly and easily.”

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"The archSCAN team has earned very high marks for their successful efforts in cleaning up our old print room. Because of their triumph, we can actually find what we are looking for with very little effort."

--Steve Swierczek

Director of Facilities

Georgetown University Hospital

"Thank you to your organization for going past organizing and scanning our drawings and really partnering with us to 'manage information'. It is your added value measures that set you apart and makes you our partner."

-- Don Allick

Director, Facilities Services

Upper Chesapeake Health

"archSCAN's professional knowledge and guidance has enabled us to convert our voluminous and disorganized project files into an easily retrievable electronic database. Not only have we dramatically reduced our volume of paper storage, but locating file information has been greatly facilitated."

--Louis F Baird

Director of Facilities

Archdiocese of Baltimore

"archSCAN has provided us with top-notch customer service. They take extra time to communicate with the customer on a regular basis just to keep the lines of communication open. archSCAN is also thorough and efficient in the process they use to get the job done. They have a methodology to doing what they do and it shows!"

--Michelle Frederick

Development Manager

American University

*"Top notch
customer service!"*

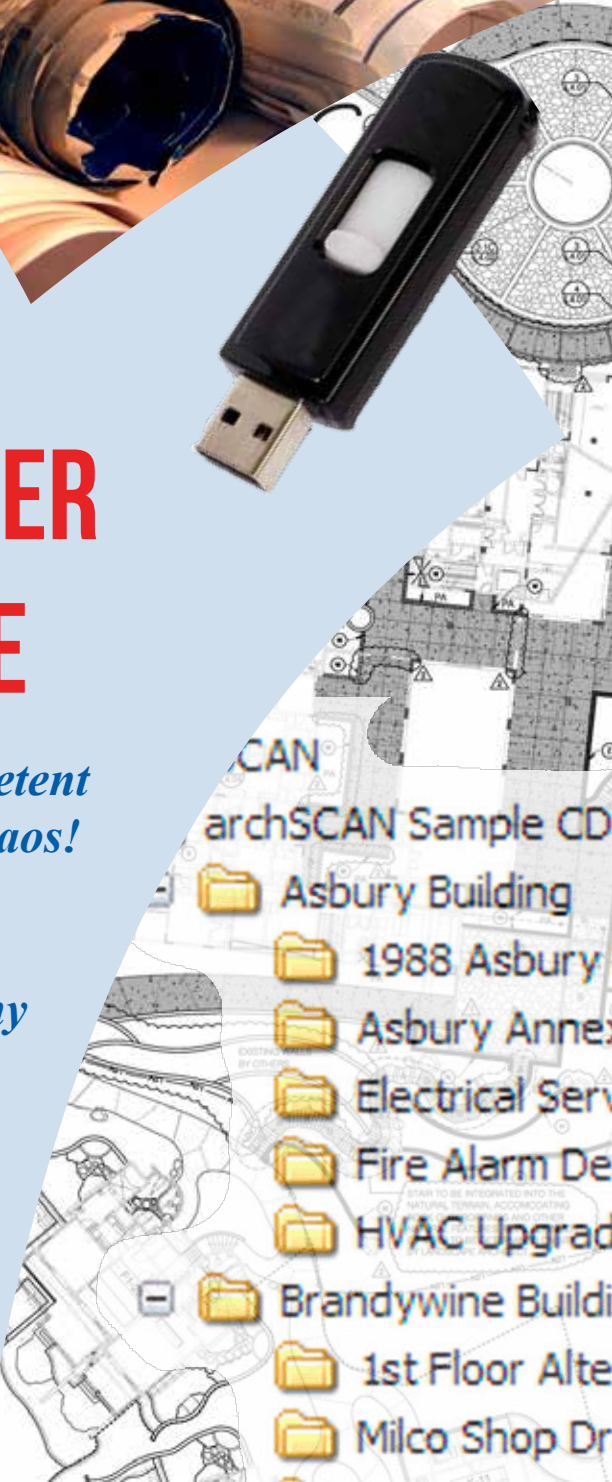
*"First-rate scanning
services that have far
exceeded expectations."*

CUSTOMER PRAISE

*"Your tremendously competent
staff found order in our chaos!
Thank you, archSCAN."*

*"It is rare to find a company
that is so friendly,
committed, and customer
service focused."*

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Client List



Public School Systems

Anne Arundel County
Calvert County
Frederick County
Harford County
Howard County
Kent County



Colleges and Universities

American University
Frostburg State University
Morgan State University
Salisbury State University
Loyola University
Howard Community College
Johns Hopkins, Public Health
Johns Hopkins, Medicine
Community College, Baltimore County



AMERICAN
UNIVERSITY
WASHINGTON, D.C.



State Government Agencies

Baltimore Convention Center
Calvert County, Public Health
Howard County, Public Works
MD Stadium Authority
Maryland State Archives
Maryland Department of Public Safety and Corrections



Federal Government

Smithsonian Institution
U.S. Dept of Agriculture
U.S. Dept of Energy
U.S. National Arboretum
Office of Personnel Management
Holocaust Museum
Fannie Mae

Healthcare

Anne Arundel Medical Center
Balt. Wash. Medical Center
Franklin Square Hospital
Georgetown University Hospital
Good Samaritan Hospital
Greater Balt. Medical Center
Harbor Hospital
Harford Memorial Hospital
Johns Hopkins Bayview
National Rehabilitation Hospital
Prince William Hospital
Sheppard Pratt Health System
Southern Maryland Medical Ctr
St Agnes Hospital
St. Joseph Medical Center
Union Memorial Hospital
University of MD Medical Ctr
Upper Chesapeake Health Ctr
Western MD Medical Ctr

Religious Institutions

Archdiocese of Baltimore
Redemptorist Fathers
St. Gabriel Church
St. Stephens & St. Agnes School
Holy Spirit Catholic Church

A/E/C Industry

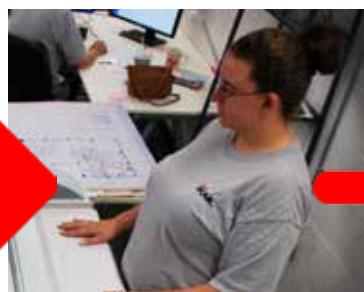
Atlantic Builders Group
Barton Malow Company
Bovis Lend Lease
Lewis Contractors
J. Vinton Schaefer & Sons
Oak Contracting
Notari Associates
VOA Architects
Smith Group
AAI Corporation
Johnson, Mirmiran & Thompson
Leach Wallace Associates
Spear/Votta & Associates
Brandywine Realty Trust

Private Corporations

A. Duie Pyle Companies
American Red Cross
Northrup Grumman
Pentagon Federal Credit Union
Wawa, Inc

"Thank you, archSCAN, for a job extremely well done! I would highly recommend you to anyone who would like to have their paper documents organized and scanned into a digital format. The end product is well worth the investment."

- Thom Armstrong
Facilities Director



arch SCAN LLC



2011
Maryland Small
Business Person of the Year,
Ginny Williams, Managing Partner
archSCAN, LLC

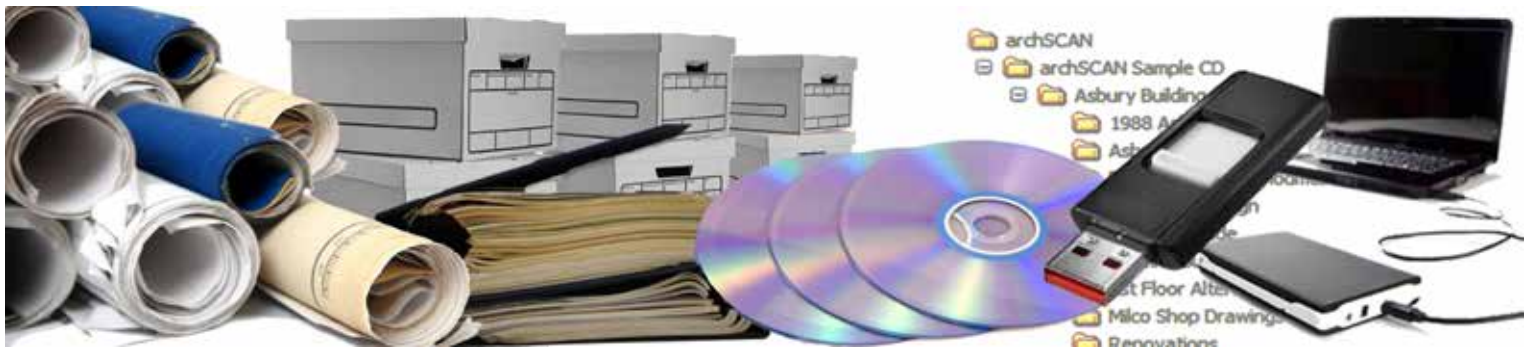


ABOUT US

Founded in 2002 by Ginny Williams, **archSCAN** has helped hundreds of businesses organize both electronic and paper documents into digital archives or libraries. Ginny worked in the reprographics industry and saw the future of digital archiving. She decided to open a business specializing in the organizational process of archiving and scanning.

archSCAN, LLC has an extremely devoted and experienced team of archiving professionals. Most of the staff come from the reprographics industry and have been reproducing blueprints and small format documents for their entire careers. The **archSCAN** team has more than 150 years of combined experience, that brings exceptional expertise to the services being offered.





CERTIFICATIONS

WOSB CERTIFICATION AWARD



U.S. Women's Chamber
of Commerce



Certified Women-Owned
Small Business



Schedule 36
Contract GS-03F-071AA

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Certifications:

SBA Certified: *WOSB*
(*Women-owned Small Business*)
Maryland: *DOT MBE # 03-079*
City of Baltimore: *WBE # 04-004459*
PG County, MD: *MBE # 10-6441*
Washington Airports Authority:
LD BE # LD2007-0061-2014
Metropolitan Washington
Unified Certification Program:
DBE #1468 (includes WMATA and DDOT)
Maryland Small Business
Reserve Program: *SBE # 11-2165*
VA United Certification Program:
DBE# 69-1006
State of Delaware: *DE11061619*

Federal ID: 22-3862823
DUNS #: 122477008
CAGE #: 3QSD3
GSA Schedule 36: GS- 03F- 071AA
NAICS: 518210
SIN: 51-506 - *Document Conversion*
Services , 51-504 - Record Management
Services

*** archSCAN accepts credit cards

PROTECTING VITAL INFORMATION FROM LOSS OR DAMAGE

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