



# Document Scanning

## for Financial Records

At EO Johnson, we're committed to making your business better. For many organizations, this means clearing years of old files and folders, piles of paper, and a significant amount of square footage dedicated to storing paper. Digitizing your information increases efficiency, keeps important information secure, decreases costs and ensures that your business is ready for anything—including the future.

### Scanning solutions to meet your needs

- Loan Records
- Member Records
- Investment Records
- Human Resources
- Payroll Records
- Accounts Payable and Finance Records
- Board Minutes and Agendas
- Historical Records
- Facilities Records including large format drawings

### Increase efficiency, decrease costs

- Reduce document search and retrieval times
- Eliminate lost or misplaced files
- Simultaneous access to information
- Recover office space used for paper records
- Disaster readiness—critical documents will always be available
- Compliance—apply and manage a retention policy



## It's all about information

Your loan, member, and investment records are unique to your organization, and immediate access to this valuable information is the key to an efficient operation and providing a high level of customer service.



"The EO Johnson proposal was clear and concise and provided us with a clear cost for the project. There was also consistent follow-up throughout the process, and the project was completed on time within budget. We highly recommend EO Johnson for these types of projects."

— Charter Bank, Eau Claire, WI



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# Document Scanning



## Industry leading security

- Controlled access scan office with 24-hour security
- UCS/SOC2 Type 2 certified, FFIEC examined technology service provider
- EO Johnson's Locknet® Managed IT Services ranked in top 35 worldwide for Managed Services Providers



## Scan on-demand request processing

- All records are accessible during the scanning process
- Next business day and rush service for approved requesters with encrypted email delivery



## Confidential document destruction and data erasure

- No cost retention of documents and data for 30-90 days after scanning
- Confidential destruction and data erasure after customer review and signature approval



## Project reporting

- Detailed update reports on a regular basis
- Production totals, cost-to-date, current averages
- Budget projections for remainder of project



## Multiple data output options with secure delivery

- Multiple data output formats available compatible with most existing software systems
- Secure data delivery with options for customer download from EO Johnson or upload to customer server



## Document scanning pricing

- Based upon processing time and images produced
- Per completed image pricing—you only pay for the actual images you receive
- Options for customer to provide database file(s) for automation or complete portions of work to offset cost

## Flexible options to meet your needs and budget

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>One-time processing</b><br>One-time pickup of all records with continuous start-to-finish processing | <input checked="" type="checkbox"/> <b>Deferred billing</b><br>Up front processing with billing deferred over a longer period of time (12, 24 or 36 months)       |
| <input checked="" type="checkbox"/> <b>Incremental processing</b><br>Weekly, monthly, quarterly or annual                                   | <input checked="" type="checkbox"/> <b>Store and scan</b><br>One-time pickup of all records with monthly costs for storage and scanning over a set period of time |

## Contact Us

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