



## Information Access on Demand

Efficient management and access of paper is critical to the success of your organization. *Walker Imaging* uses the highest quality software and hardware to convert your paper documents to electronic format. Once on your desktop, these documents can be retrieved effortlessly in seconds. How much time do you spend looking for client files? How much money could you save by eliminating storage and retrieval costs?

### **Instant Access to Files**

*Walker Imaging* is an authorized reseller of *LaserFiche* software—used by more than 20,000 organizations worldwide. *LaserFiche* provides immediate, economical document distribution via CD, e-mail, your intranet, and the Internet. Users can search an entire database of documents containing needed information within seconds.

### **Significant Cost Saving**

You can save money by reducing and even eliminating storage space. For example, a single CD can hold roughly 12,000 pages—the same as a filing cabinet! *Walker Imaging* also makes your office more productive. No more lost time searching for documents or information. Now documents and files are available at your computer workstation.

### **Security**

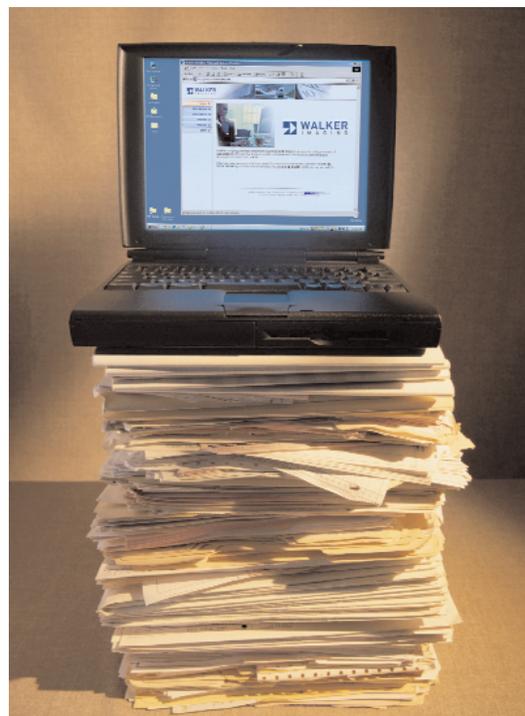
*LaserFiche* software, together with the services provided by *Walker Imaging*, can help your firm comply with records and retention rules. A comprehensive security system allows the system administrator to control what users can and cannot see.

### **Effective Disaster Recovery**

Disaster preparedness involves the ability to recover from incidents such as fires and floods. The vital records that comprise the information, knowledge, and lifeblood of an organization need to be kept secure. Electronic documents are easily copied and stored off-site so that important information will not be lost.

### **The Next Step**

Would you like to learn more? Please call one of our records consultants at 512-834-2700 or send an e-mail to [info@walkerimaging.com](mailto:info@walkerimaging.com). We'll be happy to send you additional information regarding our various paperless office solutions.



## Information Access On Demand

### Industry stats

- 90% of corporate memory exists on paper.
- Of all the documents that get handled each day in the average office, 90% are merely shuffled.
- The average document gets copied 19 times.
- Companies spend \$20 in labor to file a document, \$120 in labor to find a misfiled document, and \$220 in labor to reproduce a lost document.\*
- 7.5% of all documents get lost, 3% of the remainder get misfiled.\*
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- There are over 4 trillion paper documents in the U.S. alone—growing at a rate of 22% per year.\*

\*source: Coopers & Lybrand

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“We’re filing away all the new stuff quickly and easily, as fast as it comes in. We had 30 of those big boxes last summer, but we’ll never have 31.”

Don Schultz, *President*  
Life Star Ambulance Service

“Searching for a document and just within seconds, finding it. That right there pays for the system.”

Scott Johnson,  
*Information Systems Manager*  
Flight Masters

### Our Services

*Walker Imaging* uses the highest quality software and hardware to convert documents to electronic media. These documents are a corporate asset, and we provide the infrastructure required to maintain, store, archive, update, discard, and present the information to the right people in the right format at the right time.



#### Software

We are an authorized integrator of *LaserFiche* document imaging software, providing dependable digital archival, fast retrieval and efficient distribution solutions. *LaserFiche* is used by over 20,000 public and private sector organizations around the world.

#### Scanning

Our technicians use high speed document scanners (either on site or at our premises) to convert your paper documents to electronic/optical media. Once the paper copies of a document are scanned, they can either be discarded or moved safely to an off-site location.

#### Indexing

We can help you create an organized document filing system, making future retrieval simple and efficient. There are different ways to index electronic documents including indexing words inside the document, storing documents in folders, and assigning index fields to a document.

#### Installation

*Walker Imaging* offers consulting and on site software implementation services. We employ a four-step engagement process to properly strategize your individual needs. We discover, define, develop, and deliver the right document management solution for each client.

#### Technical Support

Our highly trained technicians are available from 8:00 am to 6:00 pm (CST), Monday through Friday. Our technical representatives can be reached at **512-834-2700**. We offer flexible, comprehensive software and hardware support plans to meet your needs.

#### Training

We offer comprehensive training courses to provide our customers the knowledge they need to use and maintain the *Walker Imaging* solution.