



**SCANDOXBOX**

by **Dataflow**

## Simplifying Scanning in **4 Simple Steps**

### Step 1

Get a ScanDoxBox  
from Dataflow

### Step 2

Fill it full with your documents

### Step 3

Complete an order form

### Step 4

Get electronic documents back  
as PDF files on CD or DVD

Dataflow is proud to introduce ScanDoxBox, the simple way to scan.

Here's how it works: we give you an empty box, you fill it up with any and all documents that you'd like back in electronic format. We scan the paper and return a CD or DVD with all your files as PDFs.

There are options for indexing your files for easy search and retrieval, online archiving and color scanning as well. See flip side or call your Dataflow rep for more details.



**Drowning in Paper?**

**Dataflow**

Print Copy Scan Archive

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# Why Scan?

Dataflow helps our clients free themselves from excess paper by transforming their documents into actionable, electronic files. Now you can access the critical data you need, when you need it, and in a format that is both storable and sharable.

## 3 Very Good Reasons

- ***Get Rid of Your Filing Space***

Whether you have invoices, project files, correspondence, drawings, maps, purchase orders or other documents to scan, we can recommend the best way to do it. Typically you can fit 3 filing cabinets of information onto one CD, thereby saving thousands of dollars per year on document storage space.

- ***Reduce Your Administration Costs***

According to a Gartner Consultants survey, a typical office worker spends around 40 to 60 minutes every day just looking for documents. That's before starting any of their business tasks. Searching for smart digital files can cut this time at least in half, and time = money.

- ***Risk Management & Protection of Information***

Companies that suffer a total loss of their documents due to fire, flood or other natural disaster risk going out of business within 12 months. Document scanning and archiving enables you to have multiple copies of your critical documents on and off-site and these can be re-instated within hours of any disaster.

To talk about your document management plans, please contact your closest Dataflow service bureau:



Albany  
(518) 463-2192

Northern Tier, PA (Sayre)  
(570) 886-2065

Binghamton  
(607) 772-2001

Rochester  
(585) 271-5730

Corning  
(607) 562-2196

Syracuse  
(315) 457-0472

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(607) 272-8589

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(315) 735-6131

