



Bureau Scanning Services

reliable – accurate - rapid



The IPC Group

www.ipcgroup.co.uk

The IPC Group
IPC House
7, Venture Court
Edison Road
St Ives
Cambs PE27 3JX

www.ipcgroup.co.uk
sales@ipcgroup.co.uk
Freephone 08001 45 46 47

“A relocation meant that we had to scan 78,000 pages of mixed confidential data in just 13 days – sounds like “mission impossible” – but not for IPC. They even finished before the deadline”
Senetek European Operations

Entrusting the scanning of your valuable documents to IPC makes sense. A precision scanning and indexing service ensures:

- Highest quality tiff or PDF images
- Comprehensive indexing for accurate, easy retrieval
- Single price per image for ease of budgeting
- Comprehensive security and data integrity
- Range of viewing options

Scanning at IPC HQ

We arrange to collect your documents via our confidential courier, and feed them into our comprehensive service.

- Pre scan document checking and paper preparation
- Document scanning to highest quality
- Comprehensive indexing structure by document type applied
- QA checking and transfer to media (e.g. CD) or VPN transfer direct to client.
- Return of the originals, or secure long term storage or confidential shredding

Scanning at your premises

If you have a large number of documents to scan or if the confidential nature of the documents is such that you don't want them to leave your premises we can bring our mobile scanning system to your site. Our trained and dedicated staff will conduct the project:

- Provide all the necessary hardware
- Organise the logistics, and manage the operation
- Comprehensive reporting and liaison
- No affect on client systems

Project based or long term options

ISO 9001 Data Integrity

As well as extensive experience, IPC has the leading industry quality accreditation - ISO 9001.

Adhering to this industry standard ensures company and data confidentiality. Data is not only comprehensively backed up on site, but also daily to secure storage in a separate data vault location.

Business Continuity and Security

By scanning all your vital paper based information into electronic format ensures that you cover Business Continuity requirements - an increasingly important consideration.

Data Warehousing

For some clients information needs to be shared across many environments. IPC can therefore offer web based hosting of scanned data.

IPC - scanning for you

For over 13 years IPC (ISO 9001 accredited) has served a wide range of sectors: NHS Trusts, Times 'Top 100' companies, and Government departments.

We enjoy a reputation for being straightforward and trustworthy, which is why we have served most of our clients over many years.

We work to agreed specifications – confidentially, on time and in budget.

Other IPC document services include:

- Physical document storage and retrieval
- Scanning Bureau – onsite or remote
- Information architecture consultancy



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