Paper based documents –
putting your B.C. plan at risk

Paper based information still makes up a
large proportion of an organisation’s
archive.
Much of this is critical, irreplaceable data.
From product formula, to design drawings,
to HR records, to quality control documents
and more.

And if you suffered a fire or flood could you
recover, how would you recover?

Don’t wait – protect all
your key paper based
information

IPC can provide you with a structured strategy
to convert and protect your current archive, and
provide you with a way to work electronically
going forward.

Working with you, IPC will scan your most
critical or frequently accessed data using IPC’s
Bureau facilities.

Less accessed data can be securely stored at
IPC’s off site facilities, taking away the current
risk of storing your archive on your premises.

And going forward IPC can supply you with
EDM solutions that will ensure everything you
produce and receive electronically is stored
directly into a structured system.

And in electronic format you can now back
this up with your standard IT continuity
plans to ensure that should disaster strike,
you don’t lose anything.

Security and increased
efficiency

Not only does data stored in an electronic
format make sense from a Business Continuity
angle, but it can provide major savings in time
spent by people looking for information. For
example:

* 45% of executives time is spent with
documents

* The average executive spends 2.5 hrs per
week looking for missing documents

* UK businesses lose £17bn annually because
of their failure to manage information

IPC – associate BCI
members and ISO 9001
accredited

And with a reputation for providing practical
cost effective solutions to a wide range of
clients, from Government to the NHS, and
major commercial organisations, from the BBC
to Provident Financial, IPC can be relied upon
to give you unbiased advice.

Call us today to add document security to
your Business Continuity plan

IPC Document Management
IPC document services include:

- Bureau Scanning services
- Electronic document and workflow
  software
- Physical document storage and retrieval
- Information architecture consultancy