

Document Imaging Systems, Implementation and Training

Custom Document Conversion to Image

Equipment Sales and Service



Do these pictures resemble your current active records system or your storage solution for inactive records? Are you concerned about back-up systems, lost or misfiled documents? Is HIPPA or Patriot Act compliance, security and confidentiality affecting the way you do business?

What if Datrue could guarantee a cost effective document imaging system that would provide a solution for all of these issues while increasing productivity and customer service? For over 20-years Datrue Process Automation has been assisting our clients with long term records management for both active file systems and inactive records storage.



With the low cost and reliability of redundant digital storage media, why not further consider digital imaging? From a single PC workstation (similar to the one pictured below) to a complete network, Datrue has the experience to assist you in taking your next step toward a paperless office.

Call us today for a complete no obligation demonstration. We will be happy to provide you with expert opinions, professional training and world class service.



Scanner and Software solutions starting at \$2,990

If you're not the do-it-yourself type, or would rather outsource the scanning of documents, then Datrue Process Automation has the perfect answer—offsite scanning.

We can take care of everything you could possibly think of when it comes to the archiving of your documentation for as little as \$.03/page.

**We offer:**

- **Pick-up and Delivery of Documentation:** We will be happy to stop in your office and transport all documents to our facility for scanning.
- **Document Preparation:** We unfold, unstaple, and sort files to be sure every page will create the highest quality scanned image.
- **Database Administration:** We work very closely with your business to create database structures, customized for your document retrieval needs.
- **Complete Project Management:** From the time we pickup your documentation, to the time we complete the archiving process, our staff ensures document integrity.
- **Data Entry:** Our company learns your indexing needs and transfers data directly from your documents to customized data fields (index fields) to ensure error free retrieval at a later time.
- **Document Destruction:** Once the digital archive is created and you have provided us with written authorization to destroy the original documents, we offer secure and confidential shredding services. Or we can return them to you.

Datrue Process Automation prides itself on a pain free archiving experience for its clients. We pride ourselves on a process that holds customer service as job one. We understand that these documents are the backbone of your company, so we assure complete integrity and confidentiality.



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Branch Offices Located in Fargo, North Dakota, and Billings, Montana

[www.datrue.com](http://www.datrue.com)