

# PaperlessSolutions.com



**Welcome to PaperlessSolutions.com.** The easiest and most cost effective way to go paperless! Don't worry. You don't have to scan anything. We'll do it all for you, **including** pickup. Your new digital files can be emailed, stored on CD-ROMs, DVDs and Online under state of the art 256-bit encryption. They can also be integrated with any software system you choose. **Then**, we recycle the paper. Ready to go green? Place an order or request a bid to get started.

## Pickup

Getting your pages to Paperless Solutions is so easy - No file preparation needed. Just choose the option that's best for you. **Option 1** - Simply put them in our Prepaid shippers and contact us. **Option 2** - Put our Prepaid labels on your ship-ready-boxes and contact us. **Option 3** - Use the shipper of your choice and send them yourself... You can also drop off the Prepaid shippers & boxes at any U.P.S. store or U.P.S. bin. Now isn't that easy?

## Convert

At Paperless Solutions, conversion of your documents is safe, secure, **accurate** and private. Every prepaid shipper has unique barcode tracking from your door to ours. Upon arrival, your documents are **sub**-barcoded and tracked through-out our entire system. Preparation and scanning of your documents is handled by our Certified Document Conversion Specialists who completed a 90 day training program assuring meticulous and accurate conversion. Our comprehensive FBI fingerprinted background check and confidentiality & privacy training assures your information is safe and secure.

## Deliver

Once your documents have been prepared and converted by our Certified Specialists they are sent to our Quality Assurance department. At Paperless Solutions we triple check everything for accuracy by comparing the scanned images to the originals. Once approved, your new digital files can be emailed, stored on CD-ROMs, DVDs and on Locator Online. They can also be integrated with any software system you choose. 30 days after receipt of your digital files, we shred and recycle the paper.

## Recycle

Once your paper has been picked up, converted and your new digital files delivered, we wait thirty days then we shred and recycle the paper. In 2003 Paperless Solutions recycled 15,000 pounds of paper. Saving 125 trees. **Now** we recycle more than that every month. **This year alone** we will save over 1000 trees. Don't let your paper just sit there taking up space. Go Green with us. Place an order or request a bid to get started.

call us  
today  
☺

**(800) 642-6992**