

# MCCi

## Document scanning solutions for your organization.

Scanning your documents and records is a complex, time-consuming process requiring special equipment and knowledge. That's why many people choose to outsource the scanning of their important or even confidential records. At MCCi, we specialize in doing just that. Our scanning bureau has highly trained members who abide by our stringent quality-control and document-handling procedures. Our facilities are equipped with state of the art scanning equipment that give us the capability to handle anything from the smallest documents, such as employee time cards to the largest, such as building plans. As part of our services, we offer pre-scanning document preparation and post-scanning options like optical character recognition (OCR), indexing, and online access.

Whether you are considering a large backfile project or just need assistance with your day to day scanning, we can work with you in setting up a project to meet needs. We pride ourselves in providing a proven scanning solution to over 275 government clients across the nation. With our experience, knowledge, and dedication we can help you maximize your budget and do more with less while saving you time and headaches!

### The benefits of imaging include

- Electronic archival
- Fast and easy document retrieval
- Reduction in physical storage need
- Backups in the event of a disaster

### MuniScan can...

- Scan large-format maps, drawings, plans, etc.
- Scan bound books without dismantling them.
- Convert electronic records.
- Convert microfilm/microfiche to digital format.



PO Box 2235  
Tallahassee, FL 32316  
info@mccinnovations.com  
800-342-2633