

Trusted & Secure Document SCANNING & CONVERSION



1. Customer Questionnaire

We ask questions to understand your documents and objectives better. Let us know if you have a strict budget, and we'll develop a proposal based on your "do not exceed" amount.



2. Customer Signs-Off on Sample File

We want to ensure you're happy with our work. Before proceeding, we'll provide a complimentary sample/test file.



3. Document Pack & Prep

We'll coordinate with you to prepare documents for scanning. We create a scan/image barcode for each box. This ensures we know what's in every box. If you need a document during the scanning process, we can get it to you within a day through our "image on demand" service.



4. Document Pickup/Delivery to Scanning Facility

Our experienced drivers pick up your documents and ensure their safe delivery to our scanning facility, where they are inspected and prepped.



5. High-Volume Scanning

Based on the specifications provided in the customer questionnaire, documents are scanned using our state-of-the-art equipment. We prep, scan, and index so you can easily find the file you need.



6. Your Digitized Files

Your documents can be exported as image files in your choice of formats – PDF/A, PDF, TIFF, etc. HIG will provide your scanned documents on a thumb drive.



7. Documents Returned, Securely Stored or Destroyed

Once you determine that your digital images meet requirements, we can store your physical files in our secure records storage facility, return them to you or destroy them with your signed permission and provide a Certificate of Destruction.