

Electronic File Conversion

Your files and documentation can be converted quickly and economically to electronic format and then stored conveniently on your server allowing for easy retrieval and audit.

Multi-page PDF's

Once scanned you can have a choice of multi-page PDF's or TIFF's, 200 or 300dpi, colour, black & white or grayscale, indexed and named according to your requirements.

OCR - find the section quickly

PDF files can be fully searchable, using OCR technology. This feature is available and ideal for larger document formats, allowing easy search and retrieval of the correct document.

Easy Storage, Organisation & Retrieval

Once scanned your files can be stored easily. Always at your fingertips and can be retrieved at a mouse click. Imagine having all your essential company documentation available in an easy to find filing system, stored and backed-up, there when you need it. Australian Document Management specialise in the conversion of hard-copy files to digital format. A4, A3, A0 & A1, full colour or B & W. Your files can be forever protected from the elements as well as natural degeneration.

Locally Operated & Owned

Australian Document Management operates in Cairns. Your original documents will not be transported to another city hundreds of kilometres away. They will be collected and remain in safe custody in Cairns for the duration of your imaging job. Australian Document Management is creating jobs and helping the Cairns economy. Plus most importantly, should you require any documents whilst in the custody of Australian Document Management, they will be easily retrieved, either scanned instantly or returned as hardcopy for your immediate action. Your documents are too valuable to be shipped around the region or state for the purpose of imaging, especially when it can be completed locally.

A simple process

Once the scope of works and economical process is agreed upon, your documents will be taken into safe custody, transported to our scanning bureau, where the job will be completed efficiently. A copy of the scanned files will be transferred to a portable media of your choice and transported back to you. Your documents will then be returned to your business.

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Australian
document
Management

Digitization Of Documents

Document Destruction

Electronic Media Storage