



# The **Power** of Paperless

Managing documents just got a whole lot easier. Introducing GFC FileScanning. Backed by the resources and know-how of the Gordon Flesch Company, GFC FileScanning is a cost-effective, all-in-one solution that turns your physical files into easy-to-handle digital images. By making it simple to archive, store, retrieve and track large quantities of documents, we help you save time, save space—and save money.

## **Say Goodbye to Physical Files**

Physical files could soon be a thing of the past. And that's good news for businesses bogged down in bulky, inefficient paper documents.

The GFC FileScanning program works like this: Imaging experts from the Gordon Flesch Company take your existing files and scan them into a digital format, either at your location or ours. If you have existing file management software, we'll work with that.

Or, because we support the leading software solutions KwikTag® and imageWARE®, our people can install a new file management software system on your computers and train your people on its use. If you prefer, the Gordon Flesch Company can simply provide scanned documents on DVDs and hard-copy spreadsheets.

It's that easy for your company to harness the power of paperless. So discover GFC FileScanning and see for yourself how the Gordon Flesch Company can help make your document management more efficient, more accurate—and far easier than you ever imagined.

## **With GFC FileScanning, you can:**

- Recover document filing and retrieval time/cost
- Eliminate lost and/or misfiled documents
- Enable shared access by authorized personnel
- Improve billing with instant access to account documents
- Reduce the number of filing cabinets and associated costs



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