



We can make it 80,000 times faster to find a needle in a haystack.

**AMI Conversion Services:  
Your best *outsourced* content  
management solution.**

You want to access your documents electronically, but you don't want the burden of performing and managing the work onsite. AMI can manage the work at our location or at yours. Either way, we customize the solution to fit your current – and future – needs. Then we'll prepare, scan and organize your documents and images, from every kind of media or source:

- Paper documents
- Large format drawings
- Microfilm (16mm/35mm)
- Microfiche/Microfiche jackets
- Aperture cards

Our state-of-the-art scanning equipment gets regular service from our certified technical staff. And our document experts ensure that every scan and original is properly indexed and audited for quality and accuracy.

Your original documents can be archived at our secured location or we can arrange to have them destroyed by certified document destruction services. We then deliver the electronic files in whatever format works best for you. AMI provides strictly maintained backup and security services if we have the responsibility of storing your valuable documents.

Once your documents have been converted to electronic files, you'll have the ability to view, retrieve, and manipulate them.

We can also become your in-house document management department. Our document experts can do the work at AMI facilities, but your people can manage it. We make the process so seamless that your customers or clients will never know you're not managing your documents onsite.



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AMI Imaging Systems, Inc.

# One call to AMI puts every document and image exactly where you need it, when you need it.



Every misplaced document can cost you \$250 to replace.



A recent PriceWaterhouse study asked a paralegal to find 20 specific documents out of 20,000 filed. After 67 hours of searching, the paralegal found 15 of the requested 20 documents.

A content management system found all 20 documents in less than 3 seconds.

Far too many organizations have invoices, receipts, memos, e-mails, letters, checks, tax documents, images, engineering or architectural plans, business plans, and much more stored on various media or stuck in file cabinets with no system to retrieve them. That makes for a lot more needles in a lot more haystacks.

What you need is a dedicated, first-tier content management system that will allow you to easily and immediately access any document.

**AMI provides expert content management that saves resources, time, money, and your sanity.**

We can make storing and retrieving documents and images simple...and secure. That will cut costs, eliminate a lot of wasted time, and properly allocate resources.

- AMI Hardware and Software Services – We work with you to set up your own document storage and retrieval system at your location

- AMI Conversion Services – We take care of everything by scanning, organizing, and storing (or destroying) your documents at our location

- AMI Professional Services – We develop and implement the best workflow system for your organization

Whether you choose to have us handle your document management or have us set up a system for you, you'll find that it will:

- Eliminate misfiled or misplaced information

- Avoid loss of information due to disasters
- Provide secure access to all of your information
- Create Web/WAN access to your documents
- Reduce printing and copying costs
- Save space, time and labor costs

**Why you can trust AMI to always deliver the right solution.**

For more than 25 years, AMI has been working with organizations of all sizes – from *Fortune* 500 companies to start ups – to navigate the content management maze.

We've helped a wide range of organizations, including health care companies, manufacturers, financial service companies, engineering and architectural firms, school districts, utilities, and local and state governments. And we can help you.

**AMI Hardware and Software Services: We can help you build the best in-house content management solution.**

If you'd prefer to handle content management at your location, we've got the expertise, hardware and software to help you create the best possible system. We can also provide expert training for your people.

Up to 15% of your staff's time is spent reading information.

Up to 50% of your staff's time is spent searching for it.

**Hardware Solutions and Peripherals:**

- High-speed production-level monochrome and full color scanners
- Desk-top scanners
- Micrographics technology
  - Microfilm and Microfiche
- Network storage
  - Optical
  - Ultra density optical (UDO)

**Software Solutions:**

- Workflow and Web content
- Comprehensive document imaging software
  - Stand-alone
  - Enterprise
- Storage and Data Management
- Front-end image capture software
- Production level indexing
- Automated data capture solutions using ICR, OCR, OMR and barcode technologies

**Support and Service:**

- Factory-direct OEM parts and supplies
- Authorized imaging hardware maintenance and support
- Annual support contracts or time and materials for each service request

**AMI Professional Services: Your best way to create maximum workflow.**

We can assess your current situation and then develop scalable solutions, including workflow plans and forms creation, that best fit your needs. We can help you determine whether you should upgrade or expand your current workflow management system or create an entirely new program. And we can recommend and deliver the software you'll require to put everything in place.

**One call to AMI does it all.**

To get more information or to talk to one of our representatives, here's how to get in touch.

Phone: 952-828-0080

Fax: 952-828-1976

E-mail: [sales@ami-imaging.com](mailto:sales@ami-imaging.com)

Learn more about us at [www.ami-imaging.com](http://www.ami-imaging.com)

