



Document Management Case Study

Mechanical Contractor

Company Overview: AMI's customer is a **mechanical contractor** specializing in process and power piping. They provide construction management for projects within the power generation, petroleum, chemical pulp and paper, food and beverage, and other manufacturing industries.

Initial System Usage: This company has been using their document imaging system since 2001. They originally looked into getting an imaging system as a way to implement a better way to **access and retrieve documents**. The company's Controller was the driving force behind the initial imaging system installation: "We create a tremendous amount of paperwork when we invoice customers, and I was tired of looking at all those file cabinets behind my desk."

Current System Usage: AMI's customer has a very basic document imaging installation with one scanner that they use to store two types of documents. Their main storage area is used for **invoicing records**. At the end of each month the invoice records are scanned and indexed by customer name, invoice number and job number. Each record typically consists of a cover sheet and supporting documentation such as time and materials sheets, equipment sheets, and so on. Their second storage area is used to store **HR documentation** such as W4s, individual safety records and termination notices. Through the years AMI has helped this customer keep up-to-date with the latest software releases for their imaging system.

Summary: The company's IT Director is happy that the document imaging system has **made his job easier**: "We're pleased with what it does." He is also impressed with the way AMI has kept his company up to date with the newest document imaging software releases and keeping their scanner in tiptop shape. "**I'm pleased with AMI. They're proactive on their maintenance.**"

About AMI Imaging Systems: AMI has been serving customers and solving business problems since 1982. We are an industry leader specializing in Document Management Technology and Workflow and Process Automation. AMI's customer base includes both large and small customers. We are dedicated to serving customers with a full understanding of their business needs.

