



go
PAPERLESS,
not **BROKE!**



Stop living in the dark ages because you think it's crazy expensive to change.

Eliminate the fear of losing your files due to **fire** or **flood**.

Quit buying more file cabinets and **start getting organized for real!**

expedite
THE ELECTRONIC EXECUTIVE ASSISTANT

A TRULY COMPLETE SOLUTION

- **NEEDS ASSESSMENT**
Use our expertise to find the ideal solution for your business. Get best practices for a steal.
- **DOCUMENT SCANNING/IMAGING**
Capture all of your current data in an electronic format. Get peace of mind with secure files.
- **BUSINESS PROCESS AUTOMATION**
Use Expedite to automate your business processes. Eliminate costly errors and incidents.

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COMPLETE DOCUMENT MANAGEMENT THAT **YOUR BUSINESS CAN AFFORD**

There are two essential phases to going paperless: First, quit generating so much paper, then, deal with the paper that you have.

We will take you step by step through this process and it will not break the bank. Our method starts with a Needs Assessment, followed by setting up your specific scanning/imaging procedure, and completing the transformation by implementing business process automation to dramatically reduce your paper output.

We're not like the other guys. Take a look at the details in the following documents, then give us a call.

Document Management Needs Assessment

DOCUMENT IMAGING

Determine what kind of scanner you need, if you need one at all, plus how to minimize costs and manpower. Figure out how files will be organized and who needs access to what.

PROCESS AUTOMATION

Learn how to automate redundant tasks while reducing your paper output. At the same time, increase file security and reduce mistakes.

For only \$995 you can get a complete analysis of your business needs and how to meet those needs within your budget.

You can then credit that toward the Expedite solution you choose.

Does the idea of document scanning have you hiding under your desk? You are not alone. Let us take you by the hand and show you that going paperless does not have to be scary, painful, or cost a fortune.

Whether you have file cabinets taking up an entire room or just files all over the office, it's time to get them under control – electronically. There is simply no safer, better or more cost-effective way to keep important files stored.

The first intelligent step to take in the process of getting your office “as paperless as possible” is to go through a Needs Assessment with Expedite experts. We will

survey your specific document management situation and present you with a written analysis of how things work currently and what solutions we suggest. For example, we will delve into what kind of documents you have, how they are stored, what needs to be saved, what should be destroyed, what kind of regulations do you deal with, etc.

If you choose to further improve your business with process automation using Expedite, we will credit the entire amount of the Needs Assessment cost (\$995) toward the option you select.

Expedite by
Action Information Systems
1206 5th Street
Golden, Colorado
800-266-1049
sales@expeditefile.com


THE ELECTRONIC EXECUTIVE ASSISTANT

There IS a document scanning solution for your business

DOCUMENT PREP

This is just one area where you can save lots of money. We can help you show your staff how to prep your documents.

SCANNING

Take it a piece at a time. Set groups of files to scan weekly or monthly. Add them to the system when you have people available. Use your own equipment!

INDEXING

With Expedite, this is the easy part. Just enter the information for the batch you are working on and it's good to go!

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"We really need to go to electronic files, but it just costs way too much!"

- **No, it does not have to cost \$50,000 or more**
- **Yes, you can use your own scanner/copier/printer**
- **No, your files do not have to go into a database**
- **Yes, your files can be easily accessible from your share**
- **Yes, you can go paperless, one step at a time!**

Let's just get right to the point: We can set your company up with a document scanning and management solution that costs you around \$2,500 one time and then just \$50 a month.

We'll start with a Needs Assessment so we can get to know your company and how you operate. Next, we'll get you started scanning and indexing your paper files into a simple yet powerful document management system. You will be able to find your files easily through search or just by going to your file share and opening a folder.

Finally, we will set you up with an ongoing plan to meet any necessary regulations you deal with and keep you moving in the paperless direction. Your files will be safe, accurate, up-to-date, easily accessible and fully backed up. Complete, cost-effective, and simple. Call us today!

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THE ELECTRONIC EXECUTIVE ASSISTANT

offers you the ability to Automate your Business!

- Expense Reports
- Timesheets
- Announcements
- Purchase Orders
- Contracts
- CAD files
- Quality Documents
- Policies
- Patient files

Call us today!
800.266.1049

Do you spend too much time with any of the processes listed above?

Would you like to automate those processes and many others with the same, simple, cost-effective, software?

Contact us today to learn about this exciting new offering!

Let us show you how you can use process automation to yield consistent, timely, and predictable results freeing you from the drudgery, worry, effort, and expense of overseeing your people.

The image below shows the dashboard uniquely computed for each user identifying any process that requires their attention.

Call us to learn how Expedite can do a lot of your work for you and save you from costly incidents!

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Business Process Dashboard					
Contracts Purchase Orders Time Sheets Expense Reports Policies Quality Documents					
Contracts	Details	Purchase Orders	Details	Time Sheets	Details
Editing:	3	Editing:	0	Editing:	0
Awaiting Approval:	0	Awaiting Approval:	0	Awaiting Approval:	0
Approving:	0	Approving:	0	Approving:	0
Reviewing:	0	Reviewing:	0	Reviewing:	0
Expense Reports	Details	Policies	Details	Quality Documents	Details
Editing:	0	Editing:	0	Editing:	0
Awaiting Approval:	0	Awaiting Approval:	0	Awaiting Approval:	0
Approving:	0	Approving:	0	Approving:	0
Reviewing:	0	Reviewing:	0	Reviewing:	0

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