



BIS[®] FlexService for Records

Every company, big or small, faces issues when it comes to converting paper documents to digital, usable electronic files. At BIS, we understand that not all businesses are alike. That's why we've introduced **FlexService** – to help any size organization focus on their core business while we handle your document management.

As its name implies, **FlexService** is adaptable and designed to accommodate businesses with any type of conversion and data management project.

Take your pick – or combine different elements – that's what FlexService is all about!

Complete Records Conversion Services

With this service, BIS' award-winning records conversion bureau can handle 100 percent of your conversion project. We help you scope it, handle all prep work and using our exclusive platform, Grooper, we then scan, index, classify and store your records, making them smart, usable documents for your business.

On-Site Services

When your company has scanning needs that require documents to stay on premise, consider BIS' On-Site Services. We come to you with our highly trained conversion specialists, equipment and the necessary software to complete the job.

If your company has scanning equipment and in-house specialists - but during peak times you need additional staff, BIS' On-Site Services is perfect for you. We can deploy scalable teams of professionals to get you through your busiest of times. Additionally, our on-site specialists can help you from as little as one day to an open-ended schedule, until your job is done.

No matter the job or time of the year – tax season, summer vacations, holidays – BIS' On-Site Services is easy, and our specialists fit in to any work culture and business structure. They come to you friendly, ready and professionally trained.

Built to Suit

If your business has an ongoing need for your own in-house records bureau, put BIS' 30-years of experience to work, and let us help you design the most efficient document imaging center – custom built for your specific needs.

BIS will coach you with skillful direction on:

- **Hardware and Software Needs**
- **Leasing and/or purchasing Equipment**
- **Hiring and/or Contracting Personnel Through BIS**
- **Ongoing Coaching, Training and Recruiting**
- **Maintenance and Support, Including IT Support After Installation**
- **Best Practices for Records Conversion, Security and Retention**

Whether you need an imaging center staffed by one person or a team of people, BIS has the experience to guide you through the intricate design and build process. Our experts have 150 years of combined experience in digital asset management and can ensure your imaging center is state-of-the-art and built for your company's needs.

In today's business, BIS knows the importance of being flexible to help you meet your business demands. **FlexService** takes the hassle out of managing your documents and data with the options you need to succeed.

Call **BIS at 405-507-7000** or visit **www.bisok.com** to learn more or contact one of our solutions consultants.