

INTEGRATED DOCUMENT MANAGEMENT SERVICES

Are you finding that your document management needs are outgrowing your company's capacities in terms of capability, space, resources, and budget? Document Management from *Intekras* covers the planning and cost-effective execution of the supply chain of printed materials and information from the point of origin to the point of utilization and beyond.

Intekras' experienced staff delivers a broad range of publication and print-fulfillment services to government departments in both the civilian and military sectors, including the U.S. Navy and the Department of Health and Human Services:

- **Warehousing and Shipping of Static Publications** — Our large warehouse facilities accept, track and ship a variety of published media (documents, audio materials, posters, pamphlets, etc.) to our customers. Tight control is kept on inventory levels, with just-in-time replenishment. All mailings are quality controlled and shipped via the most cost-effective methods.
- **Print-on-Demand (POD)** — POD eliminates the need for extensive warehousing of standard documents, creating instead a virtual warehouse of electronic media which can be emailed directly to recipients or printed and then mailed normally. *Intekras* gathers information in various file formats (e.g. .xml, .pdf, .htm, .ppt, .doc, .xls, etc.) and combines them into a personalized, built-on-demand document for the requester.
- **E-Document Conversion** — *Intekras* provides the ability for organizations both large and small to convert existing documents and records from paper into electronic form, making tracking and retrieval far more effective and freeing up valuable storage space.
- **Records Storage** — For those customers who desire (or are required by law) to retain hardcopies of documents for future retrieval and reference, *Intekras* offers records storage at numerous secure, NARA-approved facilities across the nation. All documents archived in these locations are immediately accessible via an automated tracking system and can be retrieved and delivered to the customer within 24 hours, or destroyed if so directed.

“...services **scalable** to meet seasonal demands
and **adaptable** to both small and large enterprises...”

With services scalable to meet seasonal demands and adaptable to both small and large enterprises, *Intekras* looks forward to discussing your document management needs and determining whether one or more of the above mentioned services can improve your lifecycle document management.