



## Managed Document Services



“Get your head ~~into~~ out of the clouds”



Tool Kits **Managed Document Services** come in many shapes and sizes, from systems designed to archive medium-size office documents to full-scale enterprise solutions. They all serve the same goal: to provide a systematic method for creating, capturing, categorizing, storing, locating and retrieving documents. An effective MDS facilitates the sharing and secure distribution of documents and helps reduce the costs of document distribution and filing. Sound MDS thru Tool Kit will ease continuity and disaster-recovery planning efforts, and help your business maintain regulatory compliance and avoid legal entanglements or penalties.

A DMS should also improve and protect access to information, comply with government regulations and improve upon operational efficiency. Whether your company is a medium-size operation or a large retail chain, a DMS can meet demands to efficiently organize and manage the flow of information both internally and externally, and may substantially reduce the cost of operations.

### Benefits of using a DMS include:

- \* Relief of paperwork burdens through improved process efficiency
- \* Minimization of the possibility of lost information and liability
- \* Increased productivity
- \* Sharing of information among many users simultaneously
- \* Improvement of service and response to customers

All document management systems are not created equal, so you'll want to be discerning when determining the right one for your company. Toolkit helps take the guesswork out of choosing the right solution.



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