

PaDS will do the Scanning for You!

Do you need to de-clutter your physical files or are they overdue to be sent to archives? Do you wish they could all be in one place, but don't have the right equipment or time to digitize it all?

We've got you covered!

Here's what we would need from you:

- Charge Codes.
- A time frame of when you need the scanning project completed by.
- Box up your files and ship them via campus mail (or drop them off personally) to us at mailstop 47345. We can accommodate around 10 boxes at a time.
- An address for returning the boxes to you or the destination of your choice.
- Instructions on how you'd like the PDF files to be named/formatted.
- Instructions on how you want your documents finished/re-compiled. (For example, if there are stapled pages, do you want us to re-staple them? If there are tabs, do you want the tabs scanned as well? Do you want any sticky notes scanned or re-stuck to pages? Etc.).



Here's what you would get from us:

- Digitized black/white or color scans, up to 36" wide. (Checked for quality assurance).
- Searchable PDF files and reduced-sized PDF's (as needed).
- A secure site where the scanned PDF's will be saved. (You will need to move them to your own site once your project is completed).
- The ability to view the live progress of your order via an Excel spreadsheet in your personalized folder. (This is the same folder where we will be storing your scanned files).
- The completed files/boxes will be repacked and shipped back to you or whichever destination you choose.
- A work order that will be billed once a month.
- Typically, our staff is available for questions Monday – Friday 7:00am until 4:30pm.
- If needed, we can provide references from previous internal and external customers.

PaDS

Printing and Digitization Services

360-705-7840

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