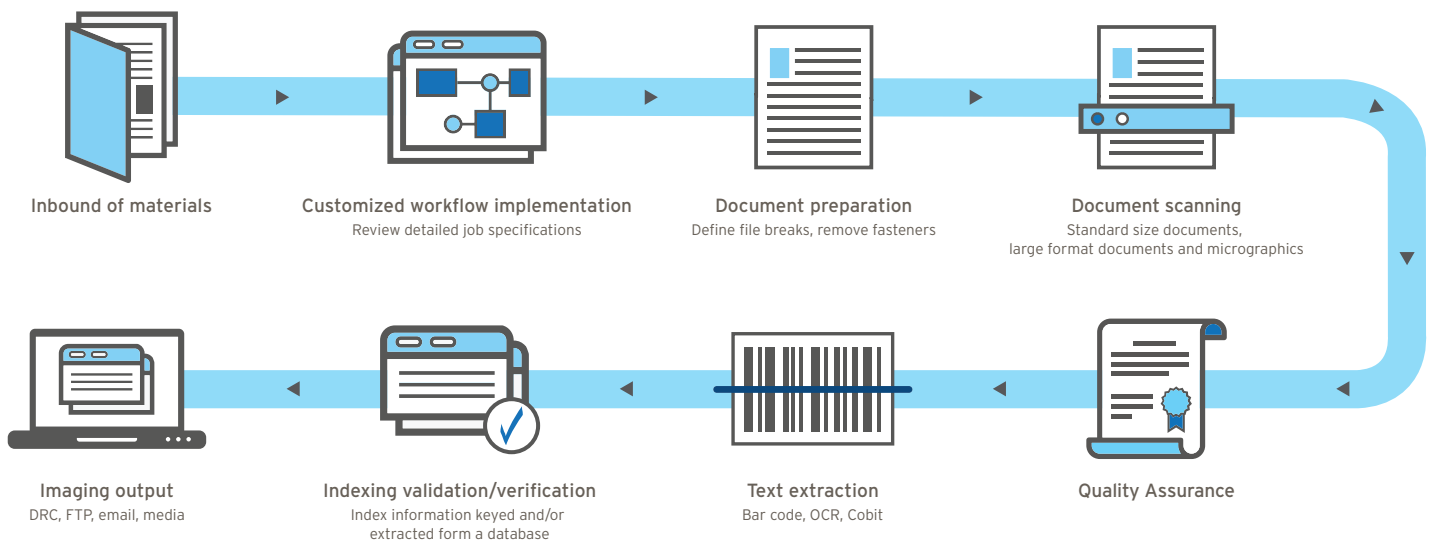


DOCUMENT SCANNING

HOW IT WORKS FOR YOUR SMALL BUSINESS

Have real-time, secure access to your information and streamline processes by driving paper out of the picture. Iron Mountain Document Capture Services convert paper files to digital images so that you can quickly find, access and share information from any location. Eliminating paper in storage areas and/or file cabinets so your real estate always remains modern and optimized.



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For over 60 years, thousands of businesses have trusted Iron Mountain to safeguard their information and free up their office space. Here's why:

SCANNING EXPERTS

Our trained specialists follow proven practices to ensure that we meet your requirements without sacrificing quality. Once scanned, images are securely delivered in the format you select.

SECURE STORAGE, INSTANT ACCESS

Iron Mountain® Digital Record Center® is your central electronic repository for the documents that we have imaged from your paper records. Search for, retrieve and share the information you need from any location on any device 24/7.

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Whether you're looking to scan just a few critical documents or an entire office, there is an affordable package that can fit your business needs today and grow as they change.

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