

THE BACKFILE SCANNING PROCESS



01. Pick-Up and Delivery

InStream's logistics team will safely and securely pick up your files, and transport them to our facilities.



02. Records Room

Files are safely unloaded and tagged with company name, job name, a shop order number and other identifying characters.



03. Preparation

Our team of experienced preparation specialists remove folders, staples, paperclips, fasteners and folds.



04. Scanning

InStream's top-of-the-line equipment scans at the rate of 200 pages per minute.



05. Digital Quality Control

We employ a unique software designed specifically for inspecting a high volume of images, ensuring that image quality is top-notch.



06. Digital Post Processing

Images are manually indexed.

