



# Document Archiving for CPA Firms

Brought to you by Document Imaging Solutions LLC™

- ♣ Word or Number Searches in Seconds
- ♣ Handwritten working papers can be indexed
- ♣ Save on physical storage cost
- ♣ Make documents Accessible, Distributable, Secure

## Maximize Benefits, Minimize Costs

So, the real question is, “**Why do you need document imaging and archiving?**” Reproductions of tax returns, trial balances, and audit reports can be generated in your computer system now, right? Right! However, you still print them out and place the deliverables in a client folder, right? **WHY?**

The client file has always been the essential way of knowing with certainty what was delivered to the client; the permanent and confidential archive of a client’s important business matters.

That’s where LaserFiche steps in. All of the deliverables, client notes, working papers – every document - can be permanently archived. Changes cannot be made without security clearance. Every document can be kept at your fingertips, only a mouse click away. Even archive Word, Excel or other type files in their native formats for preservation and future access or reference.

No more digging through bankers boxes in the hot summer heat...No more leaky roof or rats to destroy your client files. Your filing system just entered the 21<sup>st</sup> century.

## Superior Software, Superior Results

LaserFiche is a leader in its field. We offer full text search capability [100,000 pages of text every four seconds.] Our software can search for any reference such as a name, number, string of text and more. Attachment of note cards, templates, redaction, highlights, stamps and a host of other tools are available. Paper Photographs, charts, graphs, architectural drawings, digital photographs, and even handwritten

documents can all be archived and distributed using our software. In fact, your sources are almost unlimited. Client files can be take onsite using Laserfiche CD publishing or LF Notebook for laptops. You choose.

## Document Preparation Highlights

- Annotations can be added automatically
- Words are fully searchable
- Laserfiche folder structure can mimic your current filing system
- Integrate easily with your existing software
- Use LF Notebook for portability
- Archive and distribute virtually unlimited file types or scanned pages
- Share client files without making copies
- E-mail documents to clients
- Archive handwritten documents for easy retrieval

## Why Document Imaging Solutions and LaserFiche®

Our software is powerful and offers superior functionality to “paper.” Give us a call today. Experience the difference technology can provide your practice. Call us at 662-843-2088 or visit us at [www.documentimage.com](http://www.documentimage.com). LaserFiche is a trademark of Compulink Management Center, Long Beach, California. [www.laserfiche.com](http://www.laserfiche.com). Document Imaging Solutions, LLC is a certified LaserFiche VAR, and a Key Solutions Business Partner.

