

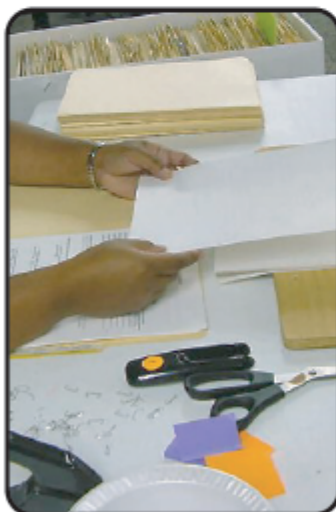
WE CAN DO DOCUMENT IMAGING

MRPC, Inc. is professionally equipped to handle your document scanning needs with state-of-the-art equipment.

We Can offer document scanning, indexing, and file preparation services to a variety of industries including: Legal, Financial, Government, Medical and Health Care, Insurance, and Manufacturing.

We Can provide scanning of various sized papers to several different image formats including PDF, TIFF, JPEG, etc.. Your business can view files from a CD-ROM, DVD, Network, and web-based storage.

We Can offer free pick-up and delivery services for your documents or you may drop your job files off at our fully-secured site by appointment.



www.MRPCINC.com

WE CAN HELP YOU...

- Prevent lost records.
- Save storage space.
- Manage records easily.
- Find documents quickly.
- Make images centrally available to your employees.
- Eliminate the need for file cabinets.



**FOR A FREE QUOTE
OR DEMONSTRATION CONTACT:**

Call:
(440) 326-0234
or
(440) 284-2720

E-Mail:
mrpcinc@mrpcinc.com

Online:
www.MRPCINC.com

MRPC, INC. is associated with the
Lorain County Board of Mental Retardation and
Developmental Disabilities.



Providing over 30 years of cost effective contract
services for the business of Lorain County.

**WE CAN
WORK FOR YOU!**
DOCUMENT MANAGEMENT SERVICES
Fast! Accurate! Affordable!



Document Management Center

1540 Lowell Street
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WE CAN WORK FOR YOU

Paper filing systems grow approximately 22% per year. In addition, your support personnel spend up to 60% of their time searching for paper. Paper filing is inefficient and can impede your company's productivity. Handling of records represents 90% of all office work. It can add significant annual expense by having to maintain additional office storage space.

A typical four-drawer filing cabinet full of paper holds roughly 15,000 documents. **We Can** scan these 15,000 documents and place them on a CD for archiving and retrieving at any time. This is especially useful if you have to keep your files for a specific period of time. Currently, many companies have their files stored in boxes or offsite and have great difficulty retrieving them when needed.

DOCUMENT MANAGEMENT SERVICES

- Document prep-removal of all staples and paper fasteners. Orient pages for scanning
- High and low volume black and white scanning - 200 to 600 dpi
- Color and grayscale Scanning.
- Multiple field indexing.
- Adobe PDF conversion.
- Pick-up and delivery.
- Document disposal, if requested.
- Write data to CD, DVD, external hard drives and information silos. For our customers that do not have a document management system in place, we include a viewer on each CD or DVD

SECURITY

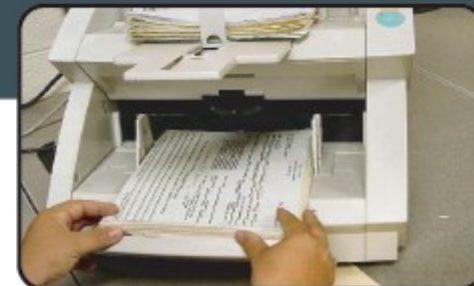
Our facility is professionally secured and alarmed. All visitors must be authorized and have a scheduled appointment. All MRPC, Inc. employees and affiliates adhere to our confidentiality agreement. All documents handled at our facility are considered confidential. Our security complies with industry standards for safeguarding sensitive information, including that which falls under GLB or HIPAA regulations.



AFFORDABILITY

We charge for each page or impression scanned. Documents that require little or no preparation will have a relatively low page rate. Documents that require more preparation will have a higher page rate. A one-sided document creates a single impression whereas a double-sided document creates two.

Contact us for a free quote on your files!



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