

Makes your business records instantly available

**DOCUMENT IMAGING DOCUMENT
SCANNING DOCUMENT DIGITIZATION
SERVICES IN INDIA.**

Mumbai. Thane. Navi Mumbai. Pune.
Nagpur. Ahmadabad. Noida. Delhi



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E-mail: sales@essjaycopier.com
<https://documentscan.in/>

Save Paper

Save Trees

Go Paperless

Makes your business records instantly available

TRANSITION TO A DIGITIZATION WITH OUR DOCUMENT SCANNING SERVICES AND WORKFLOW MANAGEMENT SYSTEM. WE'VE SUCCESSFULLY GUIDED HUNDREDS OF ORGANISATIONS TO WORK IN A PAPERLESS OFFICE ENVIRONMENT AND SAVE PAPER.



we work for **"YOU"**

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DOCUMENT IMAGING. DOCUMENT SCANNING. DOCUMENT DIGITIZATION SERVICES IN INDIA.

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ESSJAY

Save Paper

Save Trees

Go Paperless

At Essjay we are equipped with the latest high-speed document imaging & scanning equipment's to provide you with a fast, high quality and cost-effective documents scanning service in Mumbai... India... across world . Our document scanning service is cost efficient, it takes up very little space, and it makes organizing and retrieving files quick and easy. Our digital transformation and scanning service converts bulky paper documents into a convenient, space-saving electronic archive.

As document scanning specialists, Essjay provide comprehensive electronic archiving solutions for a wide range of public and private-sector organizations. Our scanning bureau is equipped with the latest industry-leading scanning equipment, which produces clear, high-quality digital reproductions of your documents. Our document-management scanNplus DMS software then lets you retrieve files in seconds.

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why stuff a room,
when you can fit it all in your palm



Complete Outsourcing Document Scanning

Service: We collect your documents from your site and transport them to our secure depot to be converted into digital files. Once the documents have been scanned, digital files are returned via a password-protected disk, hard drive or securely hosted online, meaning you can access the information at any time, from anywhere in the world. Alternatively, "ScanNplus" our document management system lets you scan documents straight into our system from your site or office. If required, we will safely destroy the original documents and issue a certificate of destruction or resend the original documents to back at your office.

1

Our Services

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EXPERIENCE THE FREEDOM OF PAPERLESS OFFICE

we work for "YOU"

Onsite Document Scanning Service: Our on-site scanning service is ideal to handle confidential documents that can't send outside for the security reasons. In these instances, the entire project will be carried out on your site. We'll install high-speed scanners and documents will be prepared, scanned, quality checked and, if required, confidentially destroyed on site. When we setup for on-site scanning at your location, our professional team will quickly and seamlessly assemble a scanning environment utilizing the same professional equipment and workstations used at our own conversion center. Our proven document imaging process and quality assurance methodology will be applied throughout the project's entirety. Using our online portal, your scanned files are just two clicks away. You're also able to import images or electronic files directly into your own document management systems.

2

Our Services

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Day to Day Onsite Scanning Service:

Our on-site day to day scanning service will be carried out on your site. This will allow you to restrict to use outside scanning equipment's and system in your premises to handle the high security reasons. In these instance our experienced scanning operators will attend your office on daily basis to Day-Day service is will help you to fulfill to take care of day to day business related scanning, indexing, uploading by using our document management tools (scanNplus DMS) fulfill entire digitization process under your control.

Scan On-Demand Scanning Services:

Our on-demand scanning service is an excellent and cost-effective way to manage documentation. On-demand scanning service works on a pay-as-you-go basis. We store your paper records in our warehouse, and if you need urgent access to a document, we convert it into a digital file and email a link straight to your desktop. The link takes you to our security-restricted online system where you can retrieve your file.

3

Our Services

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Document Digitization Service in India

PDF scanning. document indexing. archiving. OCR



**PDF Scanning
Services**



**Indexing and
Archiving**



OCR- Scanning



**Data Uploading
To Server**

After the conversion of the paper documents into PDF format, digitization make it easier for you to search, access, retrieve and distribute the required information by indexing, and file conversion services using keyboarding, OCR, and double key entry techniques, helping you improve your organization's efficiency and output. We have developed quality control software that guarantees document digitization accuracy. With our 28 years of experience in document digitization service will help your organization to work in a paperless office.



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Document Scanning Process



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1.

Collection of documents:

Document Preparation:

Data preparation and barcode generation:

Scanning of Documents:

2.

Barcode separation:

Quality control:

Indexing of scanned documents:

100% File present verification process:

3.

OCR Optical character recognition process:

Data Uploading:

Output to specified specification:

Return or Recycling:

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DOCUMENT SCANNING. DIGITIZATION. MANAGEMENT. WORKFLOW.

BENEFITS & FEATURES

More Office Space:

Scanning your documents frees up office space so it can be used to generate more revenue for your company.

Better Data Security:

Protecting hard copy information is difficult at best. Scanned documents can be encrypted, password protected, and securely stored in the cloud.

Enhanced Information

Preservation: Document scanning is the “last touch” solution that lets you protect important information from physical deterioration.

Improved Staff

Collaboration: Document scanning makes it easy to share documents and collaborate on projects without having to reproduce information on paper.

More Time: Survey found it can take an average of 37 minutes to find one paper file. Files can be retrieved quickly and easily without having to leave your desk.

Improved Disaster Recovery

Paper documents are especially vulnerable to fires, floods and natural disasters. Fortunately, Digital images can be backed up to tape or hard drive or protected electronically with an e-vaulting solution.

Audit Compliance: Digital files can be organized, indexed and produced quickly to meet the demands of even the strictest auditor.

Better Customer Service: If you have customers in more than one region, it's hard to provide consistent customer service.

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In addition to standard documents, there are a variety of specialty document scanning services that are available. Some of the most common services include:

Our specialty document scanning service

**BULK DOCUMENTS
SCANNING**

**BOOK
SCANNING**

**INVOICE
SCANNING**

**LARGE FORMAT DOCUMENTS
SCANNING**

**LEGAL DOCUMENTS
SCANNING**

**MEDICAL RECORDS
SCANNING**

**MICROFILM & MICROFICHE
SCANNING**

**PHOTO, SLIDE, NEGATIVE
SCANNING**



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SECTORS

We work with all kinds of businesses and all kinds of organization included small, medium and large, there are some sectors that encompass a large percentage of our clients.

Essjay provides document security services for businesses in a wide range of sectors, across the India. If your business has documents that need scanning, digitization, system management, shredding, recycling, we're happy to work with you as per your schedules.

Whether your business falls into one of these categories or not, we would love to talk to you about how our services can help keep your data secure. Contact our friendly team today.

Banks & Finance Sector

Education Institutes.

Engineering and Real Estate.

Government Authorities.

Hospitals & Health services:

Legal & Law Companies

Shipping & Logistics

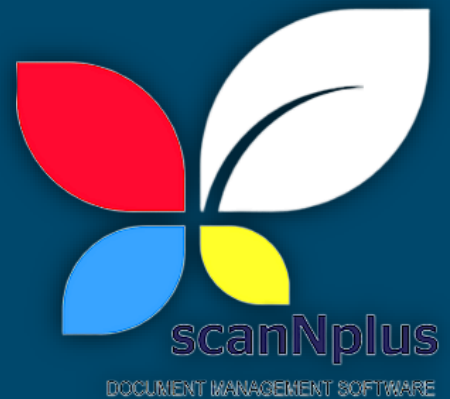
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**THE MOST USER-FRIENDLY
MOBILE-FRIENDLY DMS
IN THE WORLD**



Work From Home. Work From Anywhere. Easier Retrieval. No Lost of Document. Security Enhanced. Multi Access. Boost Productivity.

The ultimate online document management system for all businesses and organizations, the most user-friendly DMS in the world. You can find the documents you need much more easily from anywhere in the world. Your documents are accessible to you from every PC, Mac, tablet or smartphone with an internet connection. All over the world.

Create. Store. Retrieve

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WHY ?

ESSJAY



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Essjay Certified with ISO 27001-2013 Compliances.
Information technology, Security techniques,
Information security management systems

We built our business around our core services (Digital Document Scanning, Trusted and Secured Management Workflow) but because we strive to deliver value to our customers through efficiency, our customers enjoy a genuine business partnership that is agile, accessible and innovation led.

Gain control over your paper-based processes with our scanNplus workflow management, It is allowing us to customize automated workflows specific to your business requirements. which is one of the best and Affordable document management system in India

We are equipped with the latest and world class high-speed document imaging & scanning equipment's to provide you with a fast, high quality and cost-effective documents scanning service.

With over 29 years of industry experience, we solve information management challenges for clients across India. Our extensive network of over 100 staff and Essjay are trusted by over 5000 organizations across India

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**EXCELLENT
CUSTOMER SERVICE
AWARD WINNER
2018-2019**



**CERTIFIED WITH ISO
27001-2013
ISO 9001-2015
ISO 14001-2015**



**CRISIL RATED
OPERATIONS
PERFORMANCE HIGH
FINANCIAL
PERFORMANCE HIGH**

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