

File Conversion Made Easy



There's One Simple Solution . . .

specifically to your needs.

From pickup to delivery we set high standards in our document imaging work, saving you, our customer, the extra expense of hiring or reassigning staff.

CP Professional Document Services

Guarantees Accuracy

Meets Your Deadlines

Exceeds Your Expectations

Makes it Easy

Whether creating electronic archives or converting paper documents to your electronic document system, the team at CP Professional Document Services provides high quality, custom digital imaging solutions tailored



CP Professional Document Services
A Division of
Cerebral Palsy Center for the Bay Area

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**Thousands
of Pieces of Paper**

**Dozens
of File Drawers**



**One
Simple Solution**



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SCAN → STORE → RETREIVE → MANAGE

Digital Imaging Saves Money, Time and Resources

Up to 15,000 standard pages, the equivalent of a four-drawer filing cabinet, can be stored on a single disc. That means you can:



From Thousands of Pieces of Paper to One Disc

- ◆ Comply with record retention regulations
- ◆ Guarantee document safety with recovery discs

- ◆ Save on labor costs
- ◆ Reduce copying costs
- ◆ Reduce paper consumption
- ◆ Decrease storage costs
- ◆ More efficient utilization of office space
- ◆ Improve productivity through instant access



Converting Your Documents

CP Professional Document Services scans your valuable documents and records their exact images in a digital format providing access to your data at a moment's notice.

CP Professional Document Services

- ◆ Completes all tasks in a secure setting
- ◆ Manifests customer documents
- ◆ Prepares all documents for scanning
- ◆ Indexes files according to customer requirements
- ◆ Scans documents and completes quality assurance verification
- ◆ Creates digital media disc
- ◆ Assures customer satisfaction
- ◆ Completes environmentally friendly document destruction
- ◆ Provides a certificate of destruction

All profits from CP Professional Document Services go to support the Cerebral Palsy Center for the Bay Area which provides a rich



variety of learning programs for adults with CP and other physical and intellectual disabilities.

It's a "Win-Win" Strategy

Educational programs are designed to ...

- ◆ expand academic ability
- ◆ increase involvement in the community
- ◆ enhance communication skills
- ◆ develop vocational aptitude
- ◆ encourage self-determination
- ◆ foster health, wellness
- ◆ maximize independence

Our participants realize success in many ways. Some return to college, and some even start their own business. All have enriched their lives through the Center's joy of learning model.