



Access your documents  
at the click of a button

## Document Imaging and Management

Are you tired of paper documents causing a bottleneck in your business, slowing down day-to-day operations and increasing administrative costs? Converting paper documents into electronic files makes it easy and inexpensive to store, retrieve and process mission critical information.

### Paper is so last season

- Paper storage takes up valuable floor space
- Paper storage requires additional personnel
- Paper documents are easily misplaced, damaged or destroyed
- Paper documents are location-bound
- Paper documents require manual data-capturing, leading to duplication and mistakes
- Paper documents have to be physically duplicated and distributed to allow parallel processing
- Paper documents cannot be auto-integrated into computer applications

### The risks of lost documents

- It can have an extreme and negative influence on an audit (e.g. SARS)
- It can compromise good corporate governance, compliance, and influence stakeholder perceptions
- The loss of critical documentation could expose the business to commercial and legal risks
- Lost documents could result in dissatisfied clients, or even worse, lost clients
- Lost revenue due to missing order or delivery note confirmations
- Productivity cost to reconstruct lost documents or to request copies of lost documents

### The benefits of document imaging

#### 1. Enhanced productivity

- Instant document access any time
- Elimination of errors due to incorrect/outdated documents
- Multiple-user document access enables parallel information processing
- Improved document security and access control

#### 2. Enhanced customer satisfaction

- Faster project turn-around
- More accurate information delivery
- More user-friendly information delivery

#### 3. Reduced administration costs

- More productive use of floor space
- Less time spent finding lost or misfiled documents
- Reduced personnel costs
- Reduced paper copying and printing costs

#### 4. Reduced business continuity risks

- Off-site back-ups ensure fire; floods or theft don't disrupt your business
- Compliance with corporate governance legislation



## Why outsource to Sable?

### 1. Standardised document authenticity

- Sable technicians are CDIA+ (Certified Document Imaging Architech) accredited, the international authority in document preparation, imaging and indexing best practice.
- Specialised scanners ensure correct image quality.
- Sable adheres to the SABS standard for electronic document authenticity.
- Sable is a founding member of the South African Digital Archiving Board (DAB) – an independent organisation that regulates document imaging quality standards.

### 2. Advanced document usability

- User-friendly archiving and indexing software integrates easily with existing workflow systems.
- Sophisticated Optical Character Recognition (OCR) software makes information usable without manual data-capturing.
- Advanced image compression algorithms reduce file size for maximised storage space and fast download speeds.

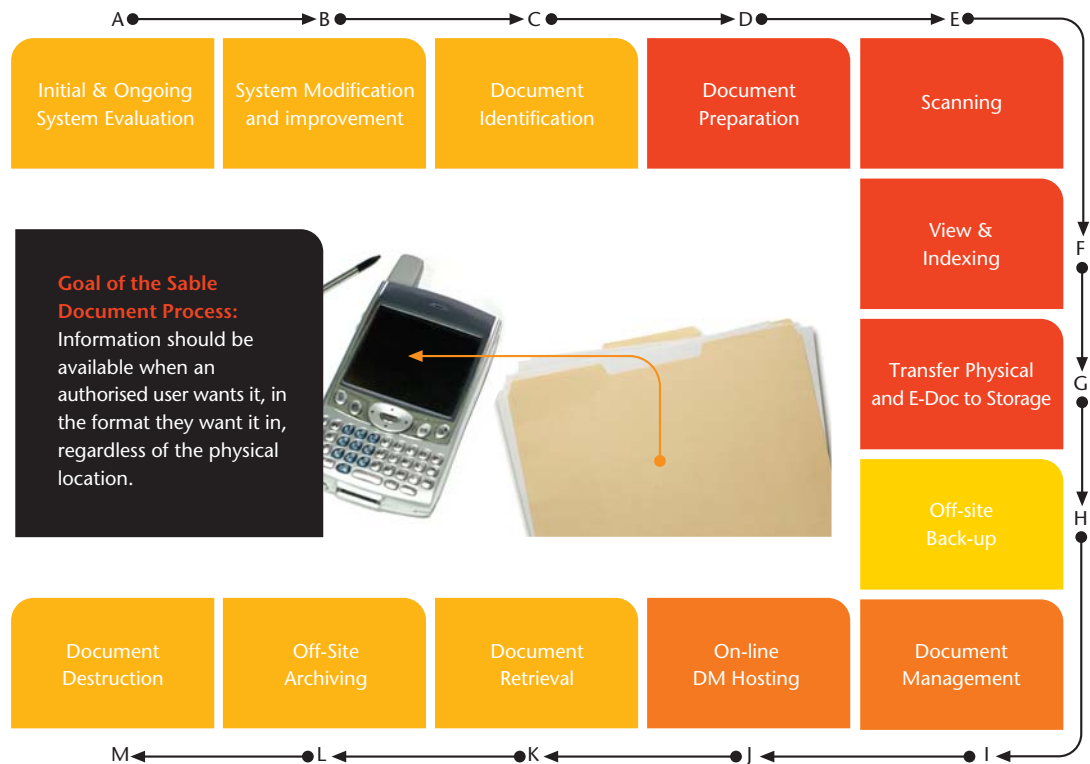
### 3. High-speed bulk conversion

- Sable technicians are trained specialists in bulk document preparation, processing and indexing techniques.
- Specialised high-speed, high-quality scanners get the job done fast.

### 4. Ongoing support

- Service Level Agreement ensures that your document archive stays up-to-date and running smoothly.
- Staff training ensures seamless integration of in-house and outsourced functions.

## The Sable document imaging and management process



Save the trees, avoid blaming the dog, and stop the paper trail now. Rather, start reaping the rewards today. Your future lies with Sable Document Imaging Architechs.



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