



**Electronic Document and
Image Archival Solutions**



Electronic Document and Image Conversion Services

Access to your critical business documents is essential to daily business operations. Nothing can be more frustrating than spending your valuable time looking for important documents or information. SideKick Inc. offers document management solutions that help businesses improve their efficiency, increase employee productivity, and boost customer service. We are a business partner that is there when you need us most — a *Sidekick*.

Sidekick offers solutions that enable customers to view their paper documents from their desktop. Our solutions

are open system compatible, using standard imaging tools included with Microsoft Office products. We will scan and index your documents and transfer the images to the media of your choice (CD ROM, image server, or web retrieval solution), providing you with convenient, secure, and fast document access. By converting your paper documents to digital images, we help eliminate filing, photocopying, and searching through boxes or file cabinets for hard-to-find documents. We help companies reduce costs and improve productivity by eliminating manual filing and possible human errors.

We specialize in the following services:

- Digital image conversion of paper documents
- Digital image conversion of microfilm
- Data entry with verification
- Digital imaging software and hardware
- Turn-key solutions for LAN, WAN, and internet document retrieval



Call **(952)835-KICK** (5425)

Contact us today and
find out how to get started

Digital Image Conversion of Paper Documents

Outstanding Customer Service

We are professionals who take the time to understand your project from beginning to end. We take your concerns very seriously and respond to all inquiries promptly. Our ability to identify and troubleshoot issues quickly, as well as our determination and commitment to solving the more difficult problems, ensures that we will do our part to help keep your business running smoothly.

Expert Professional Staff

SideKick technicians have a wide variety of experience with many imaging products. We use state-of-the-art equipment and engineer solutions to fit your needs. Our staff is comprised of skilled workers who closely monitor the data as it is being entered and processed.

Superior Value and Quality

Our advanced production system enables us to deliver superior quality and value. We have established strict quality control procedures. Using tools such as exception reporting, we are able to identify and eliminate errors and discrepancies, providing you with the highest quality service.

Local Service and Support

Our local and statewide service capabilities allow us to respond quickly to customers' needs. We find that our customers like the fact that we are able to visit them in person to answer questions or address concerns.

Accounting

- Accounts Payable
- Accounts Receivable
- Cash Applications
- Payroll
- Expense Reports

Personnel Files

- Employee Performance Documents
- Resumes
- OSHA Documents
- Human Resource Documents

Shipping Records

- Pick Sheets
- Order Fill
- Bill of Lading

Student Records

- Transcripts
- Resumes
- Achievements
- Essays

Litigation Support

- Blowbacks
- Mailing Lists
- Court Documents

Large Format Drawings

- Building Drawings
- Maps
- Engineering Drawings
- Survey and Plat Drawings

Insurance

- Insurance Applications
- Proof of Coverage Documents
- Surveys

Real Estate Files

- Purchase Addendums/Agreements
- Buyer/Closing Worksheets
- Advertising Documents
- Home Inspection Documents
- Surveys

Mortgage Files

- Loan Applications
- Title Documents
- Closing Statements
- Property Descriptions

Consumer Loans

- Loan Applications
- Surveys
- Credit Reports

Medical Records

- Surveys
- ER Records
- EOB's
- Prescription Records
- Treatment Records
- Illness
- Vaccinations
- HIPAA

Microfilm Conversion

Roll

- Maps
- Government Records
- Publications
- Immigration
- Land and Property
- Vitals

Aperture Cards

- Job
- Healthcare
- City Directories
- Plat Drawings
- Encyclopedias
- Insurance

Fiche

- Biography
- Census
- Church
- Military
- Historical
- Corporate Reports

Catalogs and Manuals

Conversion to searchable, formatted text

Data Entry with Verification



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