

WHAT WE OFFER...

- **Clear Scanning & Imaging**
Convert your Paper Documents into searchable files.
- **Flawless Document Indexing**
Create a meaningful way of retrieving your files.
- **Accurate Data Key punch Operations** Unlock the vital information that is sitting in your cabinets.
- **Off-Site Storage** Store your paper in our secure facility
- **Workflow Consulting** Increase the Productivity and Efficiency of your office.

Please Visit us at:

www.BusinessAlternatives.com

for a complete listing of our services.



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Bronx, NY 10461

Phone: (718) 822-3705

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Celebrating Our 5th Anniversary

Business Alternatives, Inc.

"rethinking digital business"

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BAI

Business Alternatives Inc.

rethinking digital business

Document Management

Records Management

Scanning & Indexing

Data Entry

Off-Site Storage

Secure Shredding

Custom Programming

"RETHINKING DIGITAL
BUSINESS"

WWW.BUSINESSALTERNATIVES.COM

**Your valuable data should not be locked
away in file cabinets!**

Document Imaging & Indexing ~ the most advanced method of organizing and accessing the data crucial to your profession. By harnessing the power of digital technology, *Business Alternatives* will customize its software especially for your business, transforming your printed information into searchable computer files. With a few clicks of your mouse, you will dramatically increase the ease and speed of conducting your business. By using the Main Search Screen shown on the next page, you and your staff will gain instant access to all of your:

- ◆ ***Business Records, Files and Folders***
- ◆ ***Invoices, Faxes, Email, Agreements***
- ◆ ***Legal Documentation***
- ◆ ***Client/Patient Information/Charts***
- ◆ ***Insurance Documentation***
- ◆ ***Any type of paper that you store***

Last Name	First Name	# of Pages	Order Date	Account #	Number of C.	Acco
O'SULLIVAN	KEVIN	1	2005-03-10	9218820	50	2
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SMITS	PETER	3	2005-03-10	0688912	10	2
JONES	JOHN	2	2005-03-10	8939245	12	2
O'SULLIVAN	MARY	3	2005-03-10	9218820	5	2

Business Alternatives' Main Search Screen

- ◆ Find any paper in your office in seconds using our lookup software and services.
- ◆ Print/Fax/Email those documents directly from your desktop.
- ◆ Add comments to any existing document by using the Comment Dialog Box whenever needed.

Business Alternatives' Comment Dialog Box

Save time and money as we allow you to focus on growing your business ~ not managing your paper. Advance your technology today with *Business Alternatives'* Document Imaging and Indexing solution. Visit us @: www.BusinessAlternatives.com for more information about us and our services.