



Empire Document Imaging, Inc.

For Insurance Agents
who need that document
RIGHT NOW...



Efficient,
Affordable
Document
Management
Solutions

Empire Document Imaging Inc.

Insuring your efficient, affordable document management solution.

One constant in the insurance world is paper. Applications, dec pages, endorsements, riders, policy terms, renewal notices, coverage confirmation letters, OSHA forms and claims documentation are just a few of the hundreds of papers your office handles each day. And to comply with state laws, you must retain a record of each insurance transaction for up to seven years

That adds up to a lot of paper that you have to store and maintain. Paper that you need to repeatedly file, copy, or otherwise handle, greatly reducing your efficiency.

Paper that slows down the insuring process and adds both direct and indirect costs, significantly shrinking your bottom line.

Paper that makes it almost impossible to answer a client's questions without putting him on hold or calling him back. That forces you to make idle chatter as you frantically flip through the stack of policies and supporting papers in his file, searching for that one document that will answer his simple questions—if you can even locate that document, that is. Each unproductive second wears at your client's time-pressed patience and lowers his impression of your business.

Now imagine answering that same client's questions immediately—without leaving your desk. Imagine instantly finding the policy or supporting documents you need by client name, correspondence date, policy number, policy type, a document description, or pretty much by any keyword you choose.

Imagine no more scrambling. No more phone tag. No more irate clients.

Imagine no more

The most user-friendly electronic filing system available.

Empire Document Imaging provides you with a complete electronic filing solution that scans, stores, and retrieves your documents—when you need them and how you need them—quickly and easily.

Satisfy clients, save valuable office space, enable simultaneous document access, guard against theft or damage, and make a complete backup of all your paper files—all with a simple click of your mouse. And with EDI's personal upfront training and support, it's easy to master, too.

What's in this for you?

An imaging system from Empire Document Imaging pays for itself. Here's what you get:

- **Instant information access.** Never make a client wait because you have to search for their policy. Locate policies and all supporting records in seconds without ever leaving your desk. And never lose a document again.
- **Reclaim valuable office space.** To comply with state insurance regulations, you need to keep your documents on file. Fortunately, you don't need to keep the paper. Rapidly evolving laws, regulations and technologies are giving electronic documents the same legal and regulatory standing as paper. Preserve your documents. Lose the file cabinets.
- **Reduced labor costs.** Let your staff do the jobs you hired them to do. Eliminate non-productive tasks like filing, copying, and searching for lost or misfiled documents.
- **Minimized postage and copying expenses.** Authorized staff can access your documents electronically, so you no longer need multiple copies floating around. Also, print, e-mail, or fax any document to anyone, anywhere...right from your computer.
- **Complete disaster recovery.** Did you ever wonder what you would do if you had a fire that destroyed all your paper files? Protect your documents—and your business—against loss due to fire, flood or other disaster, and still keep all of your critical documents onsite, right at your fingertips.

Ready to save time and money?

Insurance agents and brokers across the country are already cutting costs, satisfying clients, and enjoying instant access to vital information with EDI's customized document imaging solutions. Maybe it's time you joined them.

For more information on how Empire Document Imaging Inc. can take your company's productivity, customer service, and overall efficiency to a whole new level, call EDI at **888-868-2268**. Or visit our website at **www.empdocimg.com**.



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