



Empire Document Imaging, Inc.

For Manufacturers
who need that document
RIGHT NOW...



Efficient,
Affordable
Document
Management
Solutions

Empire Document Imaging Inc.

Constructing your efficient, affordable document management solution.

Every job you work on leaves behind a massive paper trail: drawings, materials lists, POs, change orders, contracts, punch lists, and invoices, just to name a few.

Like most contractors, you don't store all of these documents in one neat little folder. Instead, your foremen hang onto the drawings, you stash the contracts, and your bookkeeper files the invoices.

This system makes sense until your customer calls with a question about the job. While you frantically scramble around your shop gathering the documents you need to answer his simple questions—if you can even locate the documents, that is—your customer's patience wears thin and his impression of your business begins to plummet.

The result?

Delayed payments. Dissatisfied customers. Lower efficiency. Higher costs.

Now imagine answering that same customer's questions immediately—without leaving your desk. Imagine instantly finding the documents you need by job name, job number, invoice number, PO number, change order, document description, or pretty much by any keyword you choose.

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

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 customers, 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 customer wait because you have to search for their paperwork. Locate documents in seconds without ever leaving your desk. And never lose a document again.
- **Reclaim valuable office space.** To comply with audit and government regulations, you need to keep your documents on file. Fortunately, you don't need to keep the paper. Preserve your documents. Lose the file cabinets.
- **Reduced labor costs.** Let your staff do the jobs you hired them to do. Eliminate non-value added 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?

Contractors across the country are already cutting costs, satisfying customers, 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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