



## Are Your Company Records at Risk of Loss or Destruction?



Are you running out of space and having difficulty locating the files you need?



Do you need to be able to access your files digitally?



Are you overwhelmed by the volume of your archived paper files?

### TPM's electronic file conversion services include:

#### Small Format Scanning

Office Files, Project Books, Quality Logs, Invoices, Contracts, Shipping Records

#### Large Format Scanning

Engineering, Manufacturing, Architectural Drawings, Maps, Well Logs, Surveys

Our digital conversion technicians use specialized scanners and software to produce high quality images of your files. Our experts will work with you to determine the best method to store and index your files and prepare them for integration into a document management system.

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