

# ALLIED INFOTECH CORPORATION

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Over sixty-five years of experience has earned us our excellent reputation in the document management industry.

Providing personalized services at an economical price has always been the goal of our family business.

Allied is a comprehensive document management firm offering records storage & management, secure destruction, microfilming, digital imaging, file maintenance, and equipment sales & service.

[www.alliedinfotech.com](http://www.alliedinfotech.com)



Allied Infotech Corporation  
2170 Romig Rd.  
Akron, Ohio 44320

## For A Free Consultation:

Records Management | Secure Destruction | Digital Imaging  
Equipment Sales and Service | Microfilming Service

Phone 330-753-8383 Fax 330-753-5017 Email [info@alliedinfotech.com](mailto:info@alliedinfotech.com)

## Professional Document Management Services



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## DIGITAL IMAGING

Converting active paper documents to CDs can save you money and valuable space. Quickly and effortlessly retrieve information for viewing, printing, faxing or E-mailing. Utilizing your own computer and Digitech's Paper Vision™ Software, your retrievals are quick and accurate. No more missing pages or misfiles.

Allied will schedule and pickup your documents for digital conversion to CD. Prior to the start of your conversion project, the document scanner is specifically set to your requested needs. Customize indexing fields are selected and followed by our multi-staged quality controlled inspection of each image to ensure optimum quality.

The original documents once converted can be returned, stored in our record centre, or destroyed by request of your signed authorization.

**ALLIED**  
INFOTECH CORPORATION

## MICROFILMING SERVICES

For over 100 years, microfilming has been a primary way of capturing and archiving vital documents. Medical, government, financial, historical and educational institutions have chosen microfilming as a primary source to protect and archive information. For businesses required to keep information greater than five years, the ideal solution is microfilming for security and disaster recovery reasons.

Allied offers microfilming services as well as microfilm equipment for purchase.

## EQUIPMENT

Allied has been offering micrographic services for over 65 years. Utilizing this knowledge we can recommend the ideal equipment to meet your specific needs and requirements. Allied strives for 100% customer satisfaction and can provide warranties that extend that of the manufacturer. To ensure your equipment works the way you need it to, we assemble your equipment to maximize the usage for your particular applications.

Allied's technical service department supports all major manufacturers such as Canon, Minolta, Alos, Indus and more. Allied service technicians are able to competently and quickly offer technical support over the phone prior to any service call. Large parts inventories are maintained to minimize downtime.

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## RECORDS MANAGEMENT

Allied operates a full service records management facility. Our services include:

- Chain of custody tracking
- File and container barcode indexing
- File or container retrieval
- Many delivery options such as, next day, rush, courier, e-mail, and more!
- Secure facility with fire suppression
- Boxes available for purchase
- 24 hour internet accessibility
- Free Consultation

Your records are an integral part of your business. At Allied, we understand that. We provide all these services and more at an economical price while providing you with the service level you expect from a family business.

You will have 24 hour access to view your inventory, run reports or request services using Allied's online system. You can customize internet reports including content and format.

**Manage your records the way you want them managed.**

## SECURE DESTRUCTION

When you need destruction, you need it done right and at a fair price. Allied provides multiple destruction options to fit your needs. We use quality, locking destruction containers to keep your sensitive information private. Set up a schedule to have your container switched out or just call when you need service. Our destruction process is completely HIPAA compliant. Destruction Certificates provided upon request.