

Are you still paying a mountain of fees for document storage every month? It's time to control business expenses with an iron hand! Let Southwest Solutions Group help you stop the financial bleeding!

**Inefficient records management can create a mountain of costs for your business. Get off that mountain and start putting money back to your bottom line NOW!**

Southwest Solutions Group offers smart and affordable records management solutions that will keep costs low and boost your company's productivity levels. We understand that maintaining records can be a daunting task. Without a smart management plan, your documents could be a source of frustration, eating up space and money as time goes by. Southwest Solutions Group can give you sensible solutions that aren't just temporary "quick fixes." We help you think about the future. Our team of experts will analyze your organization's processes and create customized solutions that will grow with your company.

**Overhaul your records management system without disrupting your daily workflow**

If you think that revamping your records management system will cause disorder in the workplace, think again. Southwest Solutions Group has years of experience, and we have mastered the art of getting things done discreetly. The processes we use ensure a smooth transition from your current records management system into a new and more efficient one. We won't even take up any space in your office. In fact, we will store your documents for **FREE** at our off-site facilities while we scan your documents. For sensitive records that must not leave your offices, we also offer on-site scanning services that are just as affordable.

**Your unique organization deserves unique solutions — at an affordable price**

Unlike other companies, Southwest Solutions Group does not encourage generic, one-size-fits-all solutions. We recognize that every organization is unique. We will sit down with you and study your organization inside and out. Our Records Management Consultants will help you:

- Analyze your organization's workflow.
- Determine which documents make sense to scan and which ones should be left to live out their lifecycle.
- Analyze space and costs to help you make solid financial decisions.
- Design customized short-or long-term service plans that help you avoid overspending.

From offices to hospitals, we have a spectrum of digital imaging services for every client in any industry. We offer:

- Backfile document scanning.
- High-volume document conversion and data capture.
- Easy transition to EMR for medical offices. While we scan your documents, you can access digital copies of your records in an online encrypted environment that serves as a simulated EMR system.



**Why digitize your documents?**

Scanning your documents and converting them into digital files has plenty of advantages:

- You can free up precious storage space and convert it into something that generates more income.
- In the event that your business needs to relocate, you can dispose of your old papers and just print them in the future as needed.
- You will never lose an important document again.
- You can access documents quickly, no matter how old they are.
- Should your paper documents get damaged, you will have peace of mind knowing that you have digital backup.
- Records that need to be retained for a certain period of time can be stored digitally instead of taking up so much physical space in your office.
- You will never need to rent off-site storage facilities.



**It's time to control your company's financial bleeding with an iron hand. Manage your documents without getting trapped under a mountain of storage fees.**

**Stop wasting money on one-size-fits-all solutions that only provide temporary relief. Get affordable solutions that truly make sense to your organization's unique objectives. Let Southwest Solutions Group help you today!**

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