

Save time

with the digital capture
of paper based documents
and real time secure access

Powered by
omnidox



Realise the benefits of digital technology

In addition to our high
quality storage, collection
and retrieval services, Box-it
offers a wide range of
enhanced services to meet
all your document
management needs.

The Box-it document scanning and online document management services let you enjoy the benefits of the e-revolution, while meeting the demands of your business processes, commercial priorities and legal obligations.

Our expertise and reputation in all types of storage, secure destruction and scanning solutions make Box-it the perfect one-stop shop for managing all your paper and digital documents.

Not only can we provide the most reliable services nationwide, we are also happy to advise you on the best approach for your company, guiding you towards an integrated, workable and efficient document storage and management strategy that helps improve your performance.

Archive/Real Time Scanning Services

We process and scan upwards of 140 million pieces of paper a year; ranging from the simple to the highly complex. Subsequently we have invested in building a world class infrastructure comprising skilled personnel, advanced processes, Government accredited security and award winning scanning technology.

We operate from several processing centres across the UK and Ireland; our main centre in Houghton Regis operates 24/7.

Cataloguing and Classification

Box-it offers services to support Cataloguing of customer files, enabling the appropriate classification for documents.

Additionally through OCR and data integration we are able to automate classification processes for digital documents.

Forms Processing

Through the combination of leading technology, robust practices and intuitive processing, Omnidox: Forms captures data from many types of forms such as client application forms, claim forms and client surveys, delivering up front data capture to streamline and enhance business returns.

Meeting the requirement of our customers, to deliver low cost, high speed and high capacity, data capture.

Reduce your Carbon Footprint

Scan on demand – eliminate fuel charges and reduce your carbon footprint with Box-it.

Obviously we are happy to bring your documents back physically as and when you need them however we can offer electronic copy as and when you need it.

It's fast. It's secure. It's cost-effective and it could totally transform the way you work.

With Box-it you can:

- Convert paper documents to digital images
- View documents on secure servers
- Access your documents from ANY location via a secure log-in
- Request scans 'as and when' you need them with our scan on demand service
- Integrate scan on demand to the way you work with your documents

With our sophisticated online document management solution Omnidox (currently Document Manager Product of the Year), you can index, link, annotate and email your documents to speed up your workflow and increase efficiency.

Keywords can be attached to documents, enabling almost instantaneous search and retrieval.

Capture services in brief

- Large volume back – Scanning Services
- Outsource every day Scanning i.e Mailroom, Invoice Processing
- Rapid access to electronic information 'on demand'
- Secure CLOUD based Electronic Document Management with Omnidox
- Reduce cost and increase efficiency

Find out more

If you would like to discuss how Box-it can help your organisation call us on

Freephone 0800 22 07 07
or email marketing@boxit.co.uk