

Certifications:

NAICS Codes: 518210 (Primary)
334119, 493190, 561990, 541512, 541611
DUNS# 132922399
Veteran Owned Small Business (Federal)
State of WA Certified VOSB
King County Small Contracting #584

Some of Our Valued Customers:

Over 300 projects in 31 counties
Multiple State and City projects
Alaska Airlines
Aviation Technical Services
Bishop White Marshall Law
Drug Enforcement Agency
First American Title
Getty Images
Pacific NW Title
Peace Corps
Pro Sports Club
Puyallup Tribe
Romac Industries
Red Box
State of Id-Health and Welfare
State of Washington-Printer
Terra Power, LLC
Titan Advertising
Univar USA
US Army Corp of Engineers
US Army, Ft. Lewis
vCustomer

Contact Information:

USArchive & Imaging Services
PO BOX 673
KIRKLAND WA 98083

Phone Numbers:

(Local) 425- 822-5170
(Toll free) 1-866-822-5170

Contact Owners:

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Ordering Information:

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Toll free: 866-822-5170 or
Local: 425-822-5170

USArchive & Imaging Services, Inc.

www.usarchive.com

USArchive and Imaging Services, Inc. (USArchive) has served public and private organizations in document management services for over seven years. We have a proven track record with our customers delivering required products and services *on time*, and *within budget*. USArchive is a veteran-owned small business.

We specialize in the conversion of paper and microfilm records to digital media for improved security and easier access to information. Our experience, along with a strong alliance network, allows USArchive to consult in all types of document management applications. USArchive has become the *Trusted Document Management* leader in digital conversion services.

Our core services include:

- Paper conversions to digital images (back-file and day-forward)
- Large format maps and drawing conversion to digital images
- Microfilm, microfiche and aperture card to conversion to digital images
- Paper converted to microfilm
- Bound and unbound books converted to digital images
- Historical documents converted to digital images
- Data entry services
- Document management software solutions and integration
- Document management consulting

Additional services that can be offered through USArchive:

- Digital mail solutions through our *Digital Mail Toolbox* offerings
- Records storage of paper and storage of backup computer tapes
- Data backup and storage
- Disaster recovery services
- Web hosting
- Enterprise document management consulting

Past performance:

- Multiple work for commercial accounts
- Multiple state and local government contracts for imaging services
- Multiple federal contracts



Mission: “To be the areas prime imaging and document solutions provider for government and commercial businesses. Delivering *Trust, Technology and Experience*... allowing our customers to focus on their core business.”

Vision: “To be recognized as *the Proven and Trusted imaging solutions provider* for government and commercial business while providing production and business career training to the local disabled community through a significant revenue growth model.”

PO BOX 673, KIRKLAND WA 98083;

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Veteran Owned Small Business

Offering career opportunities and independence for disabled individuals

(General Information)

USArchive is the premier partner and solutions provider for commercial and government organizations. No other local organization can compare to USArchive in terms of service quality, efficiency, and speed.

We encourage you to make the comparison with other solution vendors and compare our prices and references. USArchive is the local leader in document management processing in the greater Puget Sound Region. Give us the opportunity and we will process your records and move your organization into a streamlined paperless processing environment. We also have a national reach through our skilled partner nonprofit organizations.

USArchive Solutions

- We provide state of the art **Scanning Services** which convert any range of documents, from passport size photographs up to large format size engineering drawings
- We offer complete **Web Host & Posting Solutions** which allow government agencies to place images up on a website for easy document access
- We build cutting-edge **Content Management and Image Capture Solutions** which allow clients to scan, index, store and retrieve mission critical files and information
- We have **strong Partnerships & Alliances with industry leading vendors** such as SpringCM, docSTAR, and Kodak and many others, providing a choice of the perfect solution for your department or agency. Choose Cloud, ASP or on-premise document management solutions.
- Our **Consulting Services** cover the full range of customer document management requirements from digital mail, document imaging, information workflow, project management, managed facility services and production room layouts

Features of USArchive Services

- Ability to pick up and retrieve your documents and files on site and capture this information into industry standard PDF, TIFF and other file formats
- Color, Black & White, and Gray Scale scanning from 100-600+ dpi
- 16mm & 35mm microfilm, microfiche, and aperture card conversion support
- Stringent quality controls. Image deskew, dithering and other clean up for 100% quality assurance.
- Complete data entry and indexing support through manual data entry and OCR/ICR. Offshore data entry options are available as well
- Full document prep, disassembly, and reassembly

USArchive Application Reminder Checklist

- **Document Imaging Solutions**
 - Paper- What types (Are there samples available?)
 - Large maps & drawings
 - Books (bound or loose)
 - Microfilm, Microfiche, Aperture cards
 - Microfilm creation from paper and digital
 - CD & DVD Duplication, What other media needs?
 - Data entry & Indexing
 - Scanners, Systems and Server equipment needs?
- **Web Solutions- (Available Live Demos)**
 - Simple repository- (ContentDirector, Eclipse)
 - Document management- (DocumentMall)
 - Workflow- (RapidWorkPlace)
 - Secure, Password protected, Tier1 Site, DR,
- **In-House- Software Solutions**
 - Repositories- (ViewCenter, docSTAR)
 - Document management- (docSTAR, FileNiche)
 - Workflow- (ProcessDirector)
 - Collaboration- (SharePoint & Special requirements)
 - Data Backup and Offsite storage- (LLIX and Infinity)
- **Records Storage (Local/National)**
 - Records storage, File folders
 - Computer tapes- DAT, CD, Other
- **Mailing & Printing Solutions**
 - Digital Mail- (What is your vision of Digital Mail?)
 - Types of Mail- Incoming, Outgoing, Inter-office
 - Bills, Statements, Transactional
 - E-Billings & E-Statements
- **Technical Support**
 - Professional services- (RPS, TripleNet Technologies)
 - Moving services, Server sales, "Everything for the data "center
- **Consulting Services and Process Flows**

We have the solutions for government and commercial businesses

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