

# Document Conversion for Business Continuity

## Aerospace Company



## Fuji Xerox Solution

- Customer prepared total manifest of total quantity of documents required for conversion
- Provided for logistics to collect and return cartons of documents
- Provided full scanning services to convert customer documents into digital format
- Provided all necessary document preparation and culling activities
- Created a consolidated manifest of all scanned documents with metadata and attached images for customer

## Client Challenges

- Documents generated during the Turbine Blade Servicing process were all in hard copies. Without conversion into digital format, this organization faced the risk of losing vital corporate information and documents due to damage etc.
- Repair/Service related documents are required to be held for compliance purposes

## Client Benefits

- Alternative source of critical documents in event the actual paper documents are lost or damaged
- Utilize FXS to perform such conversion activities and free up their own staff for their own core business
- Able to relocate these scanned documents to 3rd party off site storage locations and free up local office space for customer's own core activities