



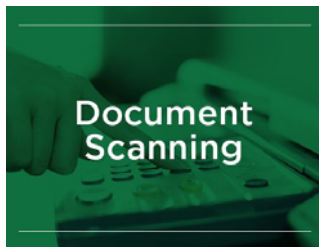
# MODERN IMAGE LLC

DOCUMENT AND PHOTO SCANNING SERVICES  
DOCUMENT MANAGEMENT SYSTEMS

## CONTACT

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7927 Jones Branch Drive  
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## CAPABILITY STATEMENT

Modern Image provides businesses, associations, healthcare providers, and the government with complete document scanning services and document management software in Washington DC, Virginia, Maryland, and Georgia. Our services are organized around document scanning and photo scanning services, scheduled pickup scanning, document management and scanning systems, and ongoing customer support.

Modern Image is committed to value, excellence, and providing the highest quality deliverables to our clients. Modern Image is a Woman-Owned Small Business.



Dun & Bradstreet Open Ratings

### Industries We Serve

Your Trusted Document Imaging Partner



Medical



Legal



Financial



Government



Non-Profits



Other



Contract Holder  
Contract GS-03F-060GA

## CAPABILITY STATEMENT

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### DETAILED SERVICES

#### Scanning Services

- *Secure Document Scanning from most paper formats to PDF, TIFF, or JPG*
- *Photo, Slide, and Negative Scanning*
- *Optical Character Recognition*
- *Packing and Transportation*
- *Document Preparation, Document Reassembly*
- *Scanning Black & White, Grayscale, or Color*
- *Oversize Scanning*
- *Book Scanning*
- *Image Enhancement*
- *Document Indexing*
- *100% Visual Quality Assurance*
- *Expert Project Planning*
- *Secure shredding*
- *Weekly Scanning Status Report*

#### Industry-Specific and Department-Specific Scanning Services

- *Medical Records and HIPAA*
- *Legal Records and Litigation Support*
- *Financial Records*
- *HR Records*
- *Government Records*
- *Non-Profit Grants and Member Files*
- *Community Management and Homeowner Association*

#### Document Management/Scanning Systems

- *M-Files Authorized Reseller*
- *Complete Document Management Project Planning, Implementation, and training*
- *Kodak Alaris and Panasonic Scanner Authorized Reseller*
- *Kodak Capture Pro Authorized Reseller*