

What do you think?

With iN-FILE seeing really is believing.

To better appreciate the benefits it could have for you and your business, view our software in action. See just:

How easy it is to use

How much easier life could be for your employees

How much money your business could save

How much filing space could be saved

How it could lead to improved efficiency and productivity and as a result increase profitability

Interested?

Then - why not book a **FREE** consultation with one of our regional advisors

There's absolutely no pressure to buy but it's a brilliant opportunity for you to find out if **iN-FILE** is right for you, your department or organisation.

Balfour Beatty
Rail

Eastlands

MegaChem
(Newport Chemicals)

haymarket

Lincolnshire Police

PETER'S
Quality foods, right up your street

Phase
Technology in Business

sherringtonlaw
THE ACCIDENT SOLICITORS

brilliant

TF Kable
TELE-FONIKA Kable S.A.
(Copper Cable Company)

Hunter

servirail
a Mouchel Parkman company

gm2

Phase

sherringtonlaw

CLWYD
COMPOUNDERS LTD

Consort

Fleetclean

JOSEPH HELER
FARMHOUSE CHEESE

MARSON FABRICS

MARLEY
PLUMBING & DRAINAGE

CASCO

YORK PLACE
COMPANY SERVICES LIMITED

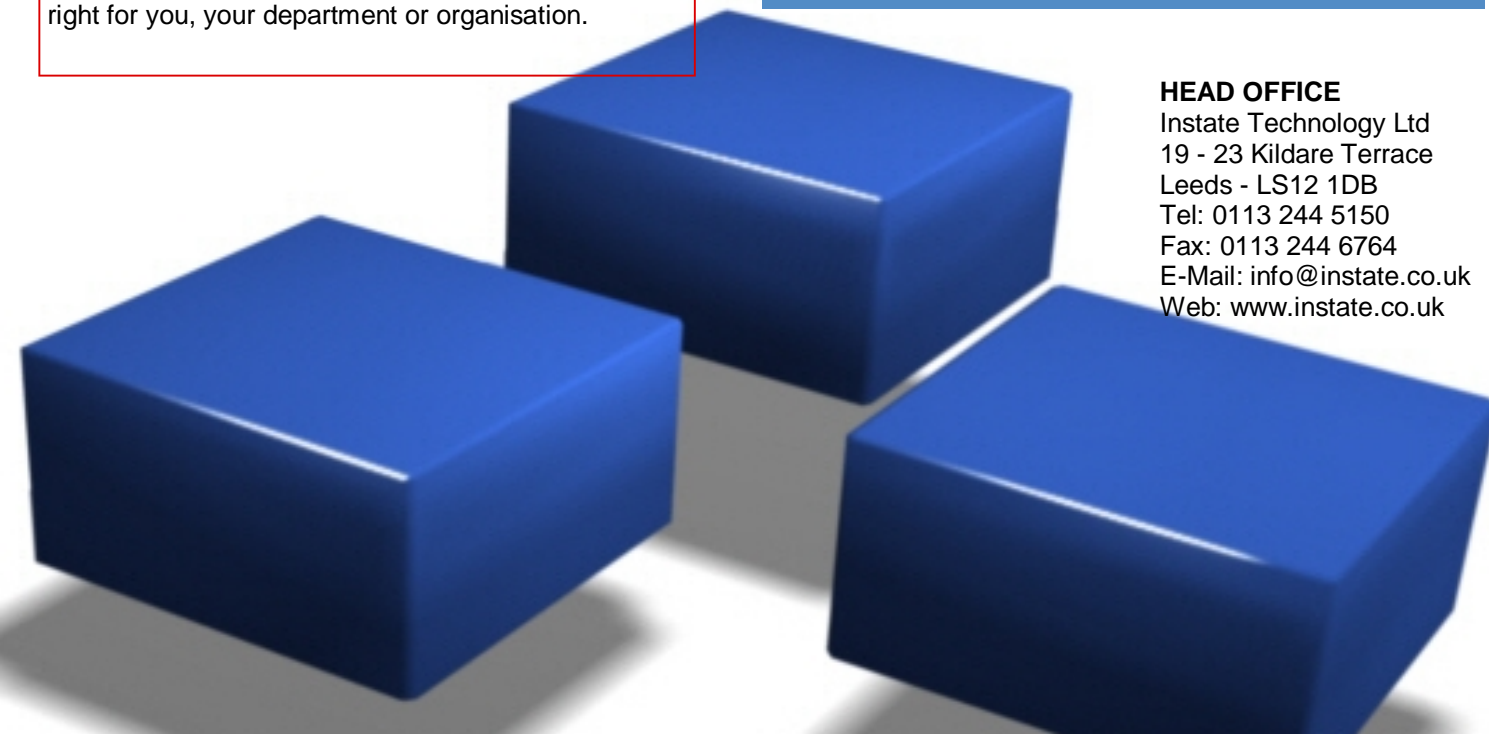
GKN AEROSPACE

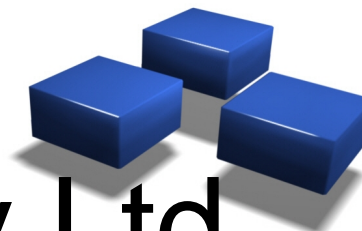
Join these companies and experience the benefits....

HEAD OFFICE
Instate Technology Ltd
19 - 23 Kildare Terrace
Leeds - LS12 1DB
Tel: 0113 244 5150
Fax: 0113 244 6764
E-Mail: info@instate.co.uk
Web: www.instate.co.uk



Instate Technology Ltd **iN-FILE** Document Imaging Solutions





Instate Technology Ltd

HEAD OFFICE
19 - 23 KILDARE TERRACE
OFF WHITEHALL ROAD
LEEDS - LS12 1DB
TEL: **0113 244 5150**
FAX: **0113 244 6764**

E-MAIL: INFO@INSTATE.CO.UK
WEB: WWW.INSTATE.CO.UK

Don't just file – iN-FILE

Looking for a quick and easy way to file, retrieve and archive your paperwork.

Then look no further.

iN-FILE is one of the most techno-friendly document and file management programmes currently on the market

How it Works

Just place your documents (**invoices, dispatch-notes, certificates, letters, receipts**) into a scanner and within seconds you'll have perfect copies of the originals in your system.

This means you'll always have a copy on file so you won't have to worry about losing, misplacing or compromising your original paperwork. Ideal if you need to retain copies for the taxman, auditors or submit them for regulatory assessment. This is especially true when you consider that scanned images now carry the same weight as the originals themselves. As long as you keep good audit trails they are just as admissible/legal as your original documents.

Once you've scanned your documents into **iN-FILE** you can sort and distribute them into virtual in-trays. A bit like allocating work from the comfort of your desk.

You'll also be able to file and archive your documents in **iN-FILE'S** electronic filing cabinets making savings in terms of office space whilst benefiting from high capacity storage at a minimum cost.

Unbeatable value

1GB of virtual cabinets space costs around £1 and holds the equivalent of 20,000 sheets of paper which take up two filing cabinets which in turn is 10 sq ft of office space at a cost of £250 each.

Now that's cost effective.

TIME & MONEY Saved...

The most impressive benefit of **iN-FILE**, however, is the ease with which you'll be able to find your documents. Once in the system our cross-referencing features allow you to be able to find and retrieve documents in seconds, even access them at the same time as another colleague.

With **iN-FILE** there'll be no more rooting around in the back of a filing cabinet or bluffing your way through a call when you can't find the necessary paperwork.

Just quick and easy access to your documents whenever you need them, be it at the office, from your home or even whilst travelling...

Why Choose iN-FILE

87% of our clients chose us over competitors because they valued our personal touch...

We stay with you from the beginning - we install the system and train you on how to use it - we won't leave till we have you up and running and our telephone support is second to none....

Clients

What they have to say

90% of our clients say they wish they had made the switch to iN-FILE sooner

"In the beginning I was sceptical – but now I wouldn't dream of going back to the old way of doing things – I just can't believe how much easier life is or how much work gets done - I can do everything, access everything I want and need from the comfort of my desk – It's brilliant"

Liam Stebbings, Support Manager, Joseph Heler

*"We are delighted with **iN-FILE** – In a nutshell it's fast, reliable and easy to use....We are finding all sorts of documents that can be scanned and stored ... We are extremely pleased. None more so than Wendy our receptionist, who as you know uses **iN-FILE** more than any of us. I know she will never go back to the old archive boxes "*

Paul Marshall – IT Manager , Bullimores