

Conversion Services



WesTech provides full-service conversion of your paper documents into a non-proprietary electronic image. We can either provide you with a software package for you to retrieve your documents or import these electronic images into the document management system of your choice.

Years of experience enables us to be extremely efficient, which provides cost effective, quick turn-around services. Our document conversion services staff has been trained to provide production level accuracy and quality. Each document is visually checked individually multiple times to ensure accuracy and optimum readability. From hand written notes to highly confidential documents, each item is handled with extreme care.

We have made the investment in top-of-the-line digital imaging hardware and software.

Sophisticated Software - We use professional, high-volume image capture software specifically developed for conversion service bureaus. This software allows us to utilize all technologies available; including barcodes, OCR, and data downloads to increase our efficiency and accuracy and therefore allow us to offer our services at affordable rates.

Production Hardware - Our significant investment in scanning hardware makes the capture process as efficient as possible. We use Canon production scanners known throughout the industry for speed and image quality. Good, clean images are our product; using excellent hardware ensures that we provide the best possible images.

Why WesTech for Conversion Services

Document Preparation - More than just pulling staples, removing paper clips and repairing torn pages. All documents must quickly be organized and prepared in a manner to facilitate fast and accurate capture and indexing. We use barcodes, document separator sheets, etc. to augment our image capture process. We have an excellent understanding of document preparation and use it to positively impact the quality and accuracy of our work.

Quality - Each job passes multiple tests for image quality, before it is released to the client. Most service bureaus only check quality at the scan station. We also check it at the index station, and our production supervisors make a final check before images are released. We truly feel no other company can compare to the quality control we achieve.

Reliability - In addition to retaining our personnel, we have multiple individuals cross-trained so our production schedules are not negatively impacted by normal business circumstances, such as turn-over, illness, or peak periods of activity.

Affordability - Use our services as you need us, without the expense of buying and maintaining an in-house high-volume solution. We perform extensive testing of your records prior to quoting and we provide the best possible price to you before the starting your project.

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WesTech eSolutions Inc. (WesTech) is a certified Veteran-Owned Small Business (VOSB) and a Minority-Owned Business, which specializes in providing information capture, compliance, document management and conversion services. Using the latest in technology and business practices, WesTech has built a reputation for providing efficient, effective and cost-conscious solutions for their government, education and private enterprise clients.