



TDS offers scalable resources to help your organization run more efficiently. From project support to outsourcing, our services include:

- **Digitization of Documents: on-site or off-site**
- **Project management and project support**
- **File moves and records relocation services**
- **Reduce physical files footprint to save real estate expenses**
- **Near-site Document Storage Solutions**

For more information on how TDS can help your organization, call us at **1-866-785-3853** or visit us at **TotalDocuments.com**



Total Document Solutions, Inc.

TotalDocuments.com

Securely access and share critical records

As most organizations are struggling to manage the massive shift to work remotely, does your team have the ability to securely access and share critical records?

GOING PAPERLESS THE RIGHT WAY

TDS helps your organization transition the right way by offering high quality, Digital Document Conversion services that include indexing and OCR (Optical Character Recognition) to enable intelligent text search to enhance findability and retrievability. Going paperless can benefit almost any organization.

SAVE CRITICAL RESOURCES

- No company seems to have enough resources during these critical times. Rely on TDS to help your organization do it right.
- Save Time; Save Money; and Office Space.
- Boost your team's productivity.
- Enable your team to have immediate access to critical records and documents.

WHY TDS

All members of TDS' executive management team are active owners and have day-to-day involvement with the business. Since 2000, TDS has expertly supported its clients with critical document conversion services (on-site or off-site.) We work closely with our clients to provide the exact solution to deliver successful project outcomes.