

We're an engineering and construction consulting firm with over 250 employees throughout North America. Needless to say we generate A LOT of documents.

The Muratec's? Well, we're responsible for converting all the paper documents floating around this place into organized, easily accessible digital files. My fellow Muratec colleague in human resources scans hundreds of employee action forms, job applications, insurance forms and other documents each day. Our team in accounting is initiating workflows that process everything from invoices and purchase orders to expense reports. Me? I'm in client services, where I digitize contracts, job quotes and other documents to our support staff and customers via e-mail. Did I mention I can fax too?

Yep. Day in, day out we're the group that keeps this whole thing digitized, organized and running like a well oiled machine.

I'm a Document Processing Specialist. I'm a Muratec.



At Muratec, our focus is on delivering innovative, easy-to-use scanning solutions to the workgroup. How do we do it?

- › By quickly converting paper documents into digital and delivering them to a specific folder on your PC at the touch of a button
- › By delivering reliable, high-capacity document feeders and crystal-clear platen scanning glass to enable the seamless scanning of almost any type of document
- › By enabling users to key in indexing information prior to scanning to enable automatic indexing into document management systems
- › By delivering secure, one-touch document delivery to e-mail addresses, FTP sites and fax terminals



DEPLOY. DUPLICATE. DIGITIZE. DELIVER.

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