



project background

Harrowells, a regional law firm based in York wanted a paperless office solution. Their back archive consisted of live legal client files, containing approximately half a million documents to be scanned for upload into their electronic document management system.

An onsite scanning solution was required to capture the documents, as it was important to the company that their live legal client files didn't leave site.

solution

Cleardata set up an on-site document scanning bureau to capture the back archives of legal client files. The on-site team scanned half a million documents in less than three weeks completing the project ahead of schedule.

As a platinum Kodak reselling partner, Cleardata was also well placed to give advice on appropriate Kodak scanners and software available for future needs. A demonstration was provided, together with a trial period for employees to try the scanners out.

Harrowells purchased two Kodak i1440s, utilising the barcode scanning features to help categorise the documents.

Cleardata's scanning team also helped to set up the new system to carry out their scanning moving forward.

The company provided training and advice to their staff, covering the most efficient way to prepare, scan and index documentation, and import directly into their document management system.



Client feedback

Dan Mitchell, IT Service Manager, Harrowells said “Cleardata’s onsite scanning team completed the work much sooner than anticipated.

They hit the ground running, offering advice on document preparation, scanning and indexing. The team worked very hard and did a great job.

Cleardata provided specialist advice on the best scanning system for our business going forward. The overall level of service was excellent.”

Legal document scanning solutions

David Bryce, Cleardata’s Managing Director added “Cleardata is experienced in legal document scanning solutions.

Our scanning bureau digitises over 3 million images per month. We were happy to provide an on-site scanning service for Harrowells legal client files. This also enabled us to assess their needs for future scanning requirements and give advice on the type of equipment required.

Our team was delighted to be able to help set up their scanning system and provide training, so the business could run their own document scanning operation after we left site. The help we received from Harrowells staff was invaluable in making this on site document scanning project a huge success.”