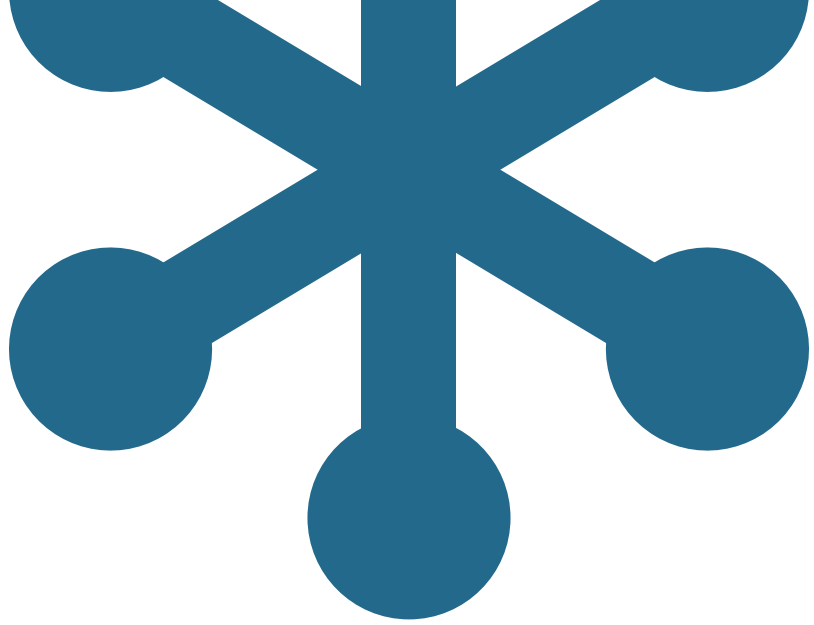


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# Document Management Solutions

Providing clarity to your business,  
one document at a time



Preservation

Imaging & Scanning

Indexing

Re-creation

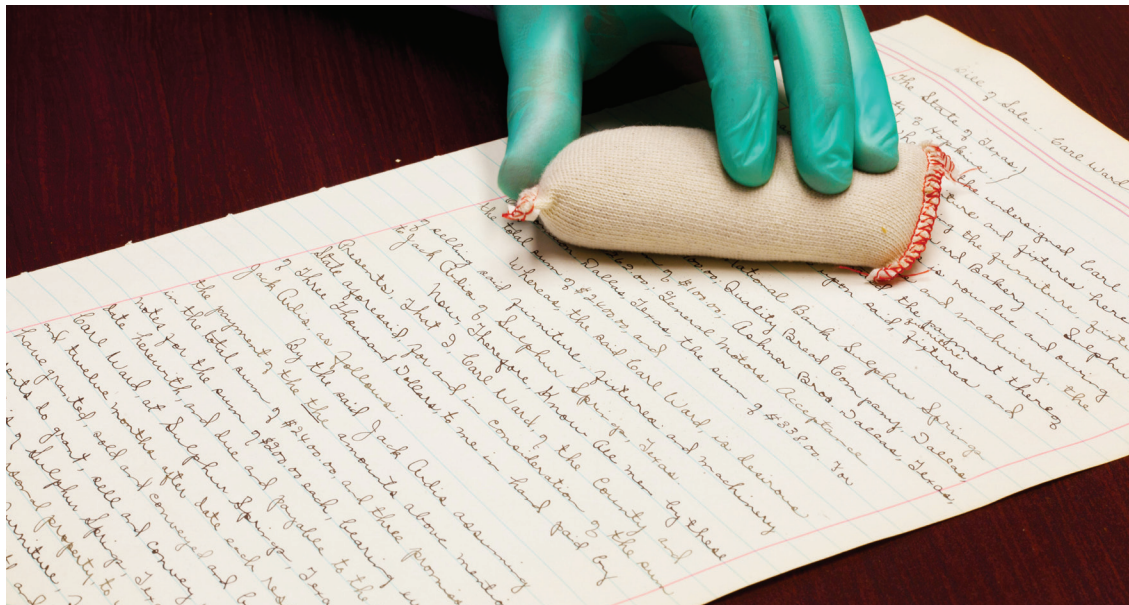
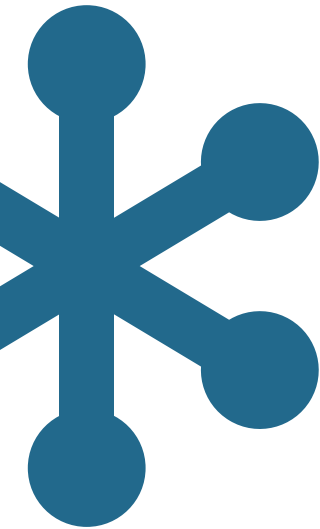
Cloud-based Document  
Repository



Document Services is the cornerstone of Cogniserv and we pride ourselves on delivering the highest level of document management services available.

Whether you need to restore historical records, convert files from microfilm, require our expertise for indexing large amounts of data or need a solution to improve access to your documents on the go, our team has the experience and wherewithal to solve your business needs.

# We'll take good care of your documents. Promise.



## Preservation

Keep your documents in pristine condition with our Preservation solutions.

- Restoration
- Rebinding
- Deacidification
- Encapsulation
  - Custom Binders

## Re-creation

For documents that need more than preserving.

- Expert Imaging Quality
- Archival Papers
- Custom Binders

## Imaging & Scanning

Improve your record keeping with digital copies of your images.

- Land Records
- Import Ready
- Court Records
- Bound Books
- Plats
- Microfilm Creation & Imaging

## Cloud-based Document Repository

Have complete access to files wherever there's Wi-Fi with these solutions.

- Search, View & Print
- Public Kiosk Access
- Mobile Access
- Document Retention Tools

## Indexing

Our expert team can help create detailed indexing to improve document retrieval.

- Requirement Analysis
- Grantor/Grantee Index
- Double Keyed
- Imaging Match

## Want to learn more about Document Services?

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