



BUYERS GUIDE

Scanning Solutions: Navigating the Digital Document Revolution

A Buyer's Guide by Kefron, your trusted partner in capturing and digitizing documents.



Is It Just Scanning?

What comes to mind when you think of scanning? Temperamental printers and a blurry digital copy that can't be altered? That's not the case anymore. The scanning landscape has progressed leaps and bounds, offering numerous end-to-end options.

Today, scanning encompasses far more than a simple digital copy. At Kefron, we bring extensive experience in capturing and digitizing documents, ready to guide you on your scanning journey. Modern scanning technology can process several thousand pages per day with advanced features like OCR, greatly surpassing early scanners.



From Paper to Cloud: What Scanning Covers Today

Organisations can utilise one, some, or all of these options – entirely dependent on your needs.



Scan to Process

Create digital versions with OCR text searchability and heightened security.



Book Scanning

Digitise books without damaging originals using professional-grade equipment.



Electronic Document Management

Organise soft copies via EDMS with instant access from any internet-connected device.



Digital Mailroom

Streamline mail processing, enhancing security and reducing lost or misplaced mail.



On-Site Scanning

Scanning performed at your premises, facilities and expertise brought to you.

Where to Begin: Popular Use Cases

Starting a scanning project can be daunting. From our experience, the most common projects involve these three document types:

1 HR Files

HR files must be retained for 3–7 years. They contain vital performance, training, and payment information. A scanned copy ensures they're never lost.

2 Finance Documents

Finance records must be retained for a minimum of 6 years for auditing and tax purposes. Digitising puts your financial information at your fingertips.

3 Client / Customer Information

GDPR compliance requires maintaining customer information correctly. Digitisation lets you set retention dates and restrict sensitive data access.



Real-Life Success: Digital Transformation Stories

Here is a selection of successful scanning projects highlighting the benefits of outsourcing:

“

Stonewater — 40 Hours Saved Per Month

Kefron's solution has really helped Stonewater in its strategy to digitalise internal processes. The cost-effective solution has allowed us to refocus resources on to value adding activities that can really make a difference to our customers!

”

“

Citron Hygiene UK — HR Files, One Click Away

We had a bulk of HR files that needed to be scanned across multiple sites. Promptly all files were collected, scanned, named, and made available to upload. I cannot recommend Kefron enough for their service.

”

“

Surrey Police — Secure Multi-Location Access

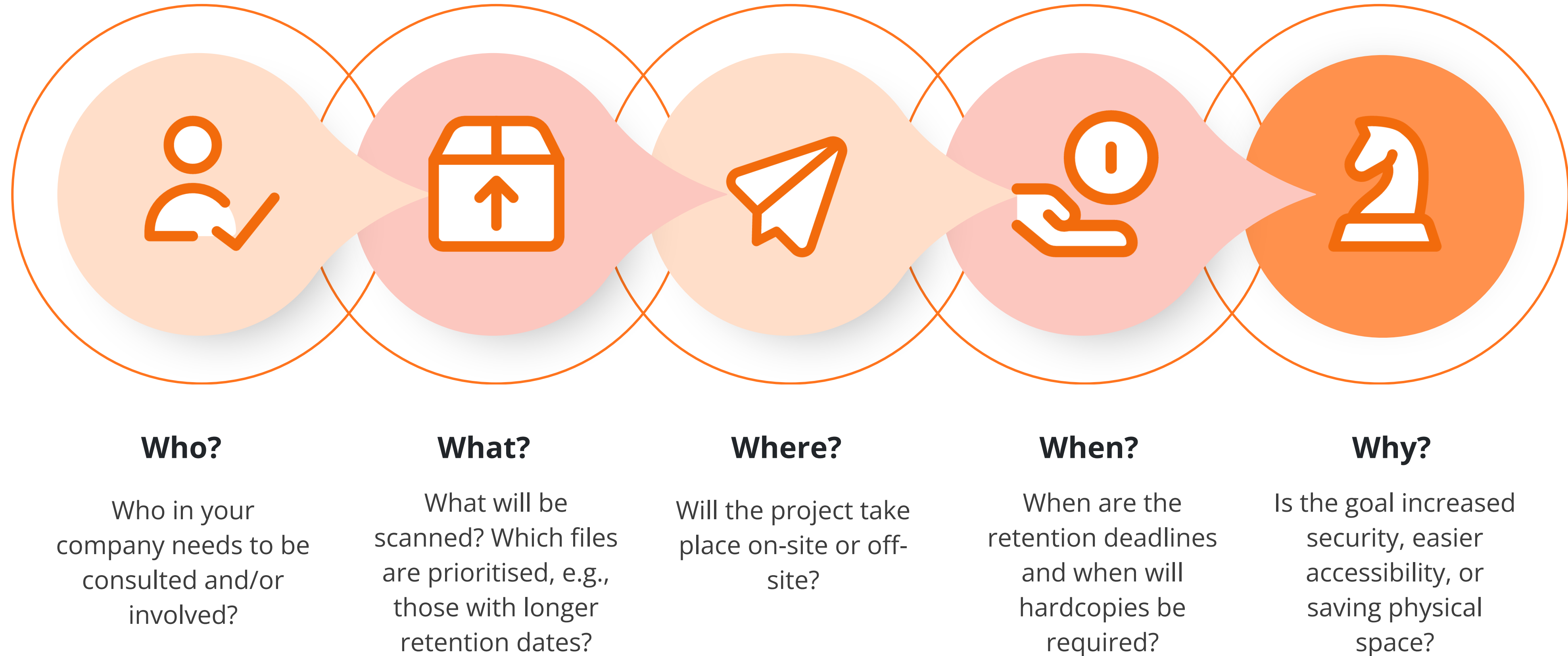
I was happy to see the level of care and attention that Kefron gave to each document. Being able to access the information from multiple locations is a huge plus for us.

”



Planning for Success: Key Considerations

Before speaking to a scanning expert, ask yourself and your company these five questions:



Understanding the Costs: 10 Pricing Factors

Pricing varies by project, but every quote considers these key factors. High-quality scanners alone cost between £5,515 and £32,662 each – making professional outsourcing a smart investment.

- # 1 Timeline**
Experienced teams work faster; complex projects take longer.
- # 2 Volume**
More documents = higher cost, but bulk discounts are available.
- # 3 Document Location & Condition**
Damaged or hard-to-access files require specialist handling.
- # 4 Reassembly**
Retaining physical copies? Reassembly keeps files manageable.
- # 5 Preparation & Facilities**
Binding removal and high-quality scanner investment affect cost.
- # 6 Unique Formats**
Sticky notes, seals, and special books require specialist expertise.
- # 7 Indexing**
OCR and metadata indexing improve searchability
- # 8 Quality Control**
Typically included free; professionals hold certifications
- # 9 Data Delivery**
Delivered via SFTP, encrypted USB, or bespoke method
- # 10 Post-Project Plans**
There are multiple options that affect the price

Vendor Selection: Experience, Technology & Compliance

The most important factors when choosing a scanning bureau are experience, facilities, and compliance.



Experience

Kefron has provided capture services for +30 years. In the last 3 years alone, our technicians completed 50+ data-sensitive projects including HR files, patient records, census data, and legal records, all under tight security plans.



Facilities

Kefron utilises the Kodak i5000 Series, Opex Falcon Red, and IQ Quattro 4400 scanners. Visiting shortlisted vendors lets you assess scanner quality firsthand and meet the team.

+30

Years of Experience

Kefron has delivered capture services for over 25 years.

+50

Sensitive Projects

Completed in the last 3 years, including HR, legal, and patient records.

Compliance

Outsourcing eliminates the compliance burden. An experienced bureau maintains certifications such as ISO 27001 for Information Security and ISO 9001 for Quality Management, ensuring GDPR and regulatory adherence.

40hrs

Saved Monthly

Stonewater saves 40 hours per month on processing time with Kefron.

6yrs

Finance Retention

Minimum retention period for financial records, easily managed digitally.



Never Lose a Document Again

Document scanning has evolved into a key tool for modern businesses. Kefron's meticulous planning and execution ensure quality, security, and timely delivery across complex scanning projects, from HR files to financial records and sensitive client data.

Kefron's dedication to quality, security, and efficiency, backed by ISO 27001 and ISO 9001 certifications, establishes them as a leader in the dynamic world of document scanning.

No matter the document, our extraction technology means every word is but a click away.

kefronap.com | info@kefron.com



kefron

 kefron.com

 info@kefron.com

 United Kingdom  Ireland

