

# Document Management

TEAMProjekt is an experienced partner and relieves you in your front and back office.

Outsourcing means for you:

We will permanently take over an outsourced office process but you don't have to hand it over completely.

TEAMProjekt will develop tailor-made solutions which we will realize with our qualified staff. You can rely on the autonomous and sustainable implementation.

We will also take over any of your challenges, providing equipment, IT and the required infrastructure. Depending on your organizational structure, we will establish the appropriate interfaces.

We count companies from the most different Industries among our customers.

TEAMProjekt supports you in all document management processes.

## Service Portfolio Document Management

- Document management systems
- Document digitization
- Data collection
- File storage
- Scan on demand
- Cloud and web archives
- Software development
- Hardware provision
- Logistics
- Outsourcing
- Consulting

## Digitization, Management and Data Evaluation

Document management not only means fast access to and simplified management of physical and digital documents but also the evaluation of business-critical data. Furthermore, audit-compliant archiving solutions support the ever-increasing legal requirements.

## Flexibility in Planning and Implementation

From handling paper to a tailor-made document management system - TEAMProjekt will smoothly integrate the desired solution. We will design, take over, optimize and support processes on site but also on external premises. We will also take over tasks in your mailroom - please take a look at the following service portfolio: Mailroom Services.

## Be Prepared for Progress

Your document management solutions remain flexible and will be adapted constantly to changing circumstances.

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