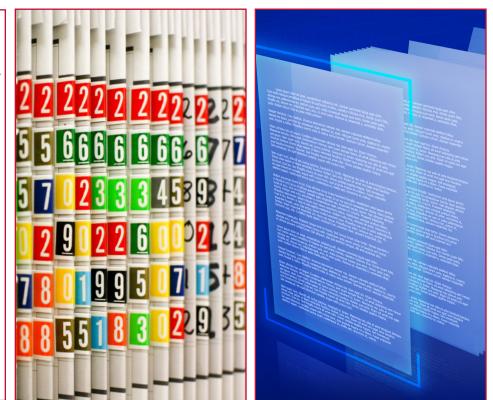# GRM SCAN-ON-REQUEST ™

Secure. Reliable. Easy.

Enable Fast, On-Demand Electronic Delivery of Hardcopy Records

Having immediate access to documents and records stored offsite is critical to the daily operations of many businesses. But having files delivered by truck takes a lot of time and costs more than most organizations want to pay. With GRM's *Scan-On-Request™* solution, companies can have documents imaged and delivered electronically, all from the desktop.

Scan-On-Request allows organizations to:

- Reduce retrieval costs by imaging only required documents and records

- Order documents to be imaged online, using GRM's eAccess

- Retrieve, search and view documents via web delivery through GRM's Online Record Center™

- Enable secure on-demand availability of critical documents

With Scan-On-Request, organizations pay only for files and records that are needed, eliminating the cost of scanning documents that will never be retrieved from storage. Simply place an order by phone, fax, or through GRM's eAccess online service, and the documents will be retrieved, imaged and made accessible worldwide. Using GRM's secure, web-based repository, business associates in a multitude of locations can view the same documents simultaneously. In addition, Scan-On-Request supports the initiative to Go Green!