

# PRESS RELEASE

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FOR IMMEDIATE RELEASE

## CANCER RESEARCH - CAPTURING RESEARCH DATA FOR POSTERITY

Cancer Research Technology Limited (CRT), part of Cancer Research UK, Europe's leading cancer charity, is a specialist technology transfer company which aims to develop new discoveries in cancer research for the benefit of cancer patients.

CRT's laboratory books hold all the original information on cancer research carried out over the last decade. The lab books are an essential reference record and must be kept for several years after a research project has been completed.

In late 2004, Lisa Carter, Office Manager at CRT realised that the need to provide storage and access for the growing number of lab books was beginning to create a real bottleneck. What was needed was a secure means of storing the books and a fast way to access them.

Lisa asked her assistant Lucy Harding to investigate the possibility of scanning the lab books. After experimenting with scanning them in-house, Lucy soon found that this option was simply too time consuming and Preview Services was eventually selected to carry out the work. An initial false start with a local bureau made Lucy realise that not all document scanning companies are created equal.

"Preview were much more responsive and really professional in the way they helped us with this first project," said Lucy. The first batch



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of lab books, plus a large number sales and purchase invoices were scanned and the job completed in under two weeks.

"We now have 80 lab books indexed and stored on CDs. The information is so much easier to find and the original books can now be safely archived."

The finance documents were scanned and stored in Preview's on-line web repository - eView+. Invoices and other financial records can now be accessed instantly and securely from anywhere in the CRT organisation with access to an Internet connection.

#### COMPANY BACKGROUND

Preview Services Limited ([www.previewservices.com](http://www.previewservices.com)) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales and leasing companies, airlines, engineering firms and government agencies.

Based in Hanworth, Middlesex the Company operates one of the UK's leading document scanning bureaux and is developing innovative and cost saving solutions for document management.

This Press Release is available in electronic format on request.

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