

PRESS RELEASE

London, 25th November 2004
FOR IMMEDIATE RELEASE

PREVIEW DOUBLES SCAN ON DEMAND CAPACITY

Preview's Scan-on-Demand service addresses the dilemma faced by many companies of whether to scan documents or to store them. The opening of a new 60,000 box storage and scanning facility at Oswestry, Shropshire has more than doubled Preview's Scan-on-Demand capacity and augments the existing document management centre near Heathrow, London.

Scan-on-Demand is particularly appropriate where there is a statutory or other obligation to keep documents for a long period of time, combined with a need to have them freely accessible.

Documents are first moved to a Preview document management centre where they are catalogued and stored in a highly secure, environmentally controlled document warehouse. Each document is tracked using the latest tracking software that can pinpoint the relevant file. When a file is needed, clients can request it by email, telephone or fax, quoting the location reference from the inventory supplied by Preview.

The file is then scanned and the image can be made available on Preview's eView+ web archive and viewed from anywhere in the world within an hour or less. Alternatively, the information can be burnt onto a CD and sent by courier or express post directly to the client.



preview

Kathy Bruce, Marketing Director of Preview Services commented, "One of the benefits to our customers of Scan-on-Demand is that they scan only what they need when they need it. Preview stores the customer's documents and creates on-line or CD copies within a few hours of a retrieval request."

"Storage costs for documents are comparable with those for normal deep storage. The time and resource saved in retrieving documents, plus the incalculable benefits of near instant retrieval means that customers can save huge sums annually."

COMPANY BACKGROUND

Preview Services Limited (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.

CONTACT:

Kathy Bruce (kathy.bruce@previewservices.com)

Preview Services Ltd, 1 Mount Road, Hanworth, Middlesex TW13 6AR UK

Tel: +44 (0)20 8755 5704 Fax: +44 (0)20-8755-5715

