

INVITATION

ORS Document Management Seminar



25th May 2010

Better workflow - Improved efficiency - More space

Optical Record Systems are holding a complimentary Document FREE Seminar at Copthorne Hotel, Slough on 25th May 2010, and we would be delighted if you could join us.

The seminar is themed 'Better workflow - Improved efficiency - More space' and will run from 9am until 12.45pm. During the course of the morning you will get a chance to learn more about Document Management within the workplace and how it will benefit your organisation.

The purpose of the seminar is to provide impartial advice and education as to the options available for document management and which would suit companies requirements best? During the session you will get a chance to gain a full understanding of document and data management and how it would fit within your organisation.

REGISTRATION

To register for this event, please send an e-mail to gm@orsgroup.com. Please include in the e-mail the names, telephone numbers and e-mail addresses of all attendees from your organisation.

A confirmation e-mail with full agenda and venue map will be sent on registration.



AGENDA

Introduction

We will be providing you with examples of how the implementation of Document Management solutions have improved workflow processes, increased efficiency of staff resources, saved on cost and reclaimed vital office space in numerous organisations across the country. You will also get the opportunity to engage in a Q&A session which our experienced Document Management specialists will answer any questions.

9.00am	Welcome and Coffee
9.30am	ORS Overview
9.45am	Document Management Market Place Overview
10.00am	What is Document Management?
10.30am	What Document Management is best for me?
11.00am	Coffee Break
11.15am	How to Manage Daily Paper Flows
11.45am	How to Run a Successful "Document Management" Project
12.30pm	Q & A Session
12.45pm	Close



check out our
website at
www.orsgroup.com



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ORS, the UK's leading provider of document and data process outsourcing services