



# Document Management Centre

## Introduction

The Document Management Centre offers a comprehensive print, scanning and post service that provides schools with high quality and competitively priced printed material. Our service also incorporates the scanning bureau along with the management of the shredding and MFD contracts, providing you with a range of support services to meet your needs.

Utilising the latest technology in scanning and print and our vast experience of working with schools, you can be confident in our ability to deliver a first class, confidential and secure service.

## Service benefits

By providing competitive prices and quick turnarounds with the option of delivery direct to customers, we are able to offer a complete package from start to finish, incorporating all your design requirements into a high end, high quality product through a cost effective and efficient service.

Customers receive a personal service and are involved throughout the process to ensure the product is produced to their requirements. Our staff are fully qualified, so you can be confident that your specific needs will be met.

# Latest technology in printing and scanning

## Key features

### Print

Competitive pricing, good quality and timely service are our customers' key requirements. Through a combination of in-house 'traditional' print and digital print production, along with the utilisation of a printing services contract allowing us to draw on the industries knowledge and services on your behalf, we are able to meet these requirements.

Using high quality products and equipment we are able to ensure the highest quality products and offer value for money on even the smallest of runs. For flexibility artwork can be submitted by secure email and larger files can be uploaded to our secure ftp site. We can also print from disc, memory stick and even hard copy.

### Finishing

We understand the importance of first impressions which is why we ensure your order is completed to the highest standard and undergoes inclusive and thorough finishing checks. Finishing is one of the most important processes; it is where the final quality checks take place before the product is delivered to our customers. Our finishing department offers a wide variety of finishes to enhance your documents including laminating, encapsulating, folding, stitching and binding.

### Scanning

Large and small scale scanning can be undertaken and is done in a confidential and secure environment by experienced staff and can be transferred by a secure file transfer system or burned to disc to suit the customer's requirements.

We can provide you with:

- ID badges
- Accident books
- Pupil Admission Folders
- CD/DVD's
- Design and print of a wide range of products
- Letterheads
- Compliment slips
- Business cards
- Leaflets
- Posters
- Brochures
- Prospectus folders
- Banners

*"The staff are very helpful and the letter headings and staff badges are always of a high standard."*

The Forest School

*"The Document Management Centre was very helpful and swift. I was impressed with the service."*

Forest Moor School

## Contact us

To find out more about any of the services we offer and how we can support you please contact the North Yorkshire Education Services team:

T: 01609 533222 E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk) W: [www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)