

# CROSSROADS Industrial Services

Manufacturing, Assembly  
& Supply Chain Solutions



## Document Services Capability Statement

Crossroads Document Services converts all types of documents into digital format. Outsourcing allows our customers to reap the benefits of digital document management by providing an affordable, easy-to-access alternative to paper record storage. Scanning capabilities include all sizes of black / white and color documents, including large format drawings, prints, photos and business cards.

We work with a wide range of clients including those in healthcare, manufacturing, accounting, real estate, mortgage, title, government, construction, education, automotive and nonprofit fields.

Crossroads, a division of Easter Seals Crossroads, has been helping companies for more than 75 years to focus on core strengths, while lowering their operational and production costs. Crossroads Document Services' mission is to employ people with disabilities and generate an income to support rehabilitation services for children and adults at Easter Seals Crossroads.

### Services and Expertise

- B/W, color, mixed, small x-rays / transparencies, photos
- Engineering / architectural drawings, prints, photos
- Microfilm / microfiche
- Indexing / data entry
- Conversion to multiple file formats
- Comprehensive document / information management solutions

### Facility and Personnel

- Secure, limited access with audit trail
- Fully alarmed and monitored by an outside source
- Humidity and temperature-controlled
- All wiring and HVAC exceeds NEC and local codes
- All work performed in large, open area under close supervision
- All employees must pass criminal background check and drug screens
- All employees must sign confidentiality agreements

### Company Designations

- Cage Code: 7T134
- NAICS: 518210
- Primary SIC: 7374 Optical Scanning Service
- UNSPSC: 81112005 Document Scanning  
80161506 Data Archiving  
43232202 Document Management Software

### Equipment and Software

- High-speed production scanners with high output capacity
- Large format production scanners with high volume capability
- Professional imaging, OCR and indexing software



Contact us for information about how we can help you with your business needs!

Mary Jo Gremling  
Manager, Document Services  
p: 317.897.7320 x4230  
mgremling@crossroadsindustrialservices.org

Curtiss Quirin  
Chief Operating Officer  
p: 317.897.7320 x4228  
cquirin@crossroadsindustrialservices.org