

Capability Statement



document services

Crossroads Document Services converts all types of media into digital format. Our customers reap the benefits of digital document management by utilizing 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, bound books, ledgers, prints, photos and business cards.

We work with a wide range of clients including those in local government, healthcare, manufacturing, accounting, real estate, mortgage, title, government, construction, education, automotive and nonprofit fields. Our customers have told us that their scanned documents eliminate disaster risks for critical records, save space, reduce retrieval time and support file sharing workflow for archived records.

Crossroads, a division of Easterseals Crossroads, has been helping companies for 80 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 and photos
- Large format engineering / architectural drawings and prints
- Bound books and oversized ledgers
- Indexing / data entry
- Conversion to multiple file formats
- Microfilm / microfiche
- Comprehensive document / information management solutions

Company Designations

- ISO 9001:2008 registered (Crossroads Industrial Services)
- HIPAA compliant
- Alternative Release Program (Department of Defense)
- FDA registered for medical devices
- 501c3 nonprofit, division of Easter Seals Crossroads
- NAICS: 518210
- Primary SIC: 7374 Optical Scanning Service
- UNSPSC: 81112005 Document Scanning

Facility and Personnel

- Secure, limited access with audit trail and cameras
- Fully alarmed and monitored by an outside source
- Humidity and temperature-controlled
- All wiring and HVAC exceeds NEC and local codes
- All work is performed in large, open area under close supervision
- All employees must pass a criminal background check and a drug screen
- All employees must sign confidentiality agreements
- Mandatory annual HIPAA / confidentiality training for all personnel

Equipment and Software

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

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

We Take the Pain Out of Going Paper-Less!

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

