



YOUR PROFESSIONAL SERVICES PARTNER

Documents. Images. Forms. Invoices. In today's digital age, there's no shortage of files to organize, secure and maintain.

At Pacific Office Automation, we've worked with some of the most document and process-intensive businesses to help them keep track of critical documents and files. Create presentations and workforce materials and order supplies and services to ensure your business keeps moving forward.

EXPERTS IN EVERY WAY

Our dedicated team of experts will assess and analyze your organization's workflow to recommend a customized solution designed to maximize productivity and resources and minimize costs.

- **Increased productivity**
- **Enhanced form and document quality**
- **Customized consolidated accounting**
- **Reduced storage needs**
- **Improved job/account tracking**
- **Elimination of waste**
- **100% print on demand**
- **Detailed tracking of task output**



PROFESSIONAL SERVICES

FACILITIES AND ASSET MANAGEMENT

Medical institutions, law firms and other data-rich organizations are just a few examples of document intensive businesses POA has experience in serving. With a proven record in document and asset management, we're ready to put our expertise and skills to work for you.

- Mail Room services
- Mail sorting & delivery
- Distribution, shipping/handling
- Office supply ordering & management

COPY CENTER IMAGING AND PRODUCTION

- Complex document print & scan production
- Continued development of workflow efficiencies
- Electronic document preparation including formatting, indexing & profiling for use within document management systems
- Finishing capabilities including folding, binding, cutting, padding, etc.
- Printed output assembly (client binders, presentation materials, etc.)

ELECTRONIC FORMS CENTER

- Integrate & consolidate your business forms
- Improved cost efficiencies in forms/document creation, production, and revisions
- Custom-built websites/online ordering
- Software implementation & support
- Rapid turnaround times