



Save time. Save money. Improve services.  
Get FileBound Document Management.

FileBound is a Document Management Solution that allows you to improve services and constituency satisfaction while reducing operational costs. Our solutions allow you to do more with less and generate more value from tax dollars.



**FileBound**<sup>®</sup>  
Document Management Solutions



Document Management Solutions

Save Time. Save Money.  
Improve Services.

In today's environment, most government agencies are being asked to do more with less. The only reasonable way to accomplish this is to explore ways to reduce operational costs by automating previously manual processes. Since the majority of the services that local governments are expected to deliver are document and information-centric, one of the most obvious solutions is to implement a document management solution like FileBound.

FileBound allows agencies to use less resources to deliver expected levels of service. Documents and information are at the core of most services municipalities deliver and the right document management solution allows agencies to automate and streamline the way they file, retrieve and protect them. Managing paper documents simply costs too much and FileBound provides a path to a paperless environment. With FileBound agencies can scan paper documents and combine them with electronically created documents to build a seamless repository for each of their functional areas.

**The value FileBound delivers:**

- Drives cost out of delivering services
- Public access to information and documents
- Better document security and access tracking
- Disaster recovery – continuity plan
- Improved citizen satisfaction

**Areas FileBound addresses:**

- Meeting Minutes
- Ordinances
- Agendas
- Utilities
- Tax Assessment
- Accounts Payable
- Human Resources
- Contracts
- Permits
- Law Enforcement

*To learn more about our solutions for local governments, contact us today.*

Find | Control | Optimize | Protect

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**FileBound Delivery Options**



**FileBound On-Site**

In-House Document Management  
Premise based solution licensed for unlimited or concurrent users.



**FileBound On-Demand**

Hosted Document Management  
Complete Document Management without the up front capital requirements.



**FileBound Express**

Instant Document Management  
Easy to implement plug and play network appliance.

