

# DOCUMENT MANAGEMENT



**CLIENTS**

Commerzbank  
Santander Consumer Bank  
Getin Noble Bank  
Twoja SKOK

**COMPANIES**

ComTS Mitte  
ComTS Nord  
ComTS Ost  
ComTS West  
CERI International

**We understand Document Management as:**

- safe sorting and indexing of documents
- archiving
- destruction/disposal of documents
- providing the best access for Clients to their documents
- tailor-made solutions which meet Clients' requirements

**For our Clients:**

- we have already scanned over 100 million pages
- we archive over 100,000 boxes of documents
- we use modern technologies (e.g. industrial scanners, OCR, online document management software)

**Example: Overview of document management activities**

