

10 TIPS

HOW TO FIND THE PERFECT DIGITALISATION SERVICE COMPANY

Are you planning to digitalise your processes in your company, but do not have the appropriate in-house expertise for this? No problem! Service providers in this field provide excellent support. However, there are a few aspects that you should consider before choosing a service partner.

We have drawn up a check-list for you with points that you should consider when making your selection:

- Certification according to DIN ISO/IEC 27001: this is the leading standard for information security management systems. It is valid for companies and defines the most important standards so that data and computer processes are protected in the best possible way.
- Certification in line with DIN EN ISO 9001: this is an internationally set standard that regulates internal company procedures. The standard does not say anything about a product itself, but about the quality and the reliability of the work performance.
- Everything from one source – opt for a service provider that can cover the complete digitalisation process. This process involves preparing the files, scanning, indexing & data logging and classifying them.
- Adequate technical equipment: make sure that it will definitely use the leading technologies.
- The appropriate expertise can be guaranteed by the following: many years of experience in the market, membership in relevant bodies or advisers that are specially available.
- Trained employees with a flawless reputation (certificate of good conduct)
- A data centre in Germany: this ensures that your data is hosted securely in Germany in line with German laws and standards.
- An all-round care-free package is a benefit: you can then obtain appropriate additional operations from a service company (archiving, destruction, logistics, etc.), all from one source.
- Financially sound and forward-looking corporate structures: look out for a stable company with reliable structures.
- Good references: take a good look at the kinds of projects that the service provider has already handled.



Get in touch with us!

At Rhenus Office Systems, we can support you as you digitalise your company. Contact us and we will find the right strategy and programme for your needs. We are a professional company and can provide the necessary capacities for you to give you the best possible services and products so that you can achieve your corporate goals even more efficiently and faster.

Rhenus Office Systems GmbH

Rhenus-Platz 1
59439 Holzwickede
Germany

Telefon: +49 (0)2301 291600
Internet: www.office-systems.de
E-Mail: info.ros@de.rhenus.com