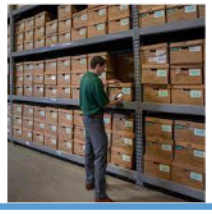
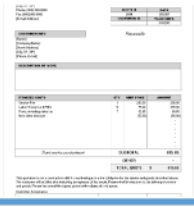
How IRA Scanning Service Works:

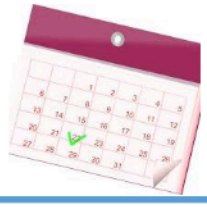
IRA
INFORMATION & RECORDS ASSOCIATES



1. Physical Inventory & Project Estimation



2. Quote Submission & Acceptance

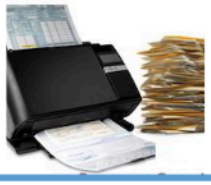


3. Create Timeline & Schedule Pickup

4. Pickup Items & Transport Items

5. Log Items & Secure Storage

6. Document Prepping



7. Document Scanning

8. Image Quality Inspection

9. Indexing

10. Indexing QC

11. Deliver Digital Data to Customer

12. Return all picked up Items

12. Shred authorized boxes & Provide proof of shredding

13. Use the SBS Portals or a Document Management of your Choice