

SIMPLE.  
SENSIBLE.  
SECURE.



Have you ever spent hours looking for a file?  
RMMI's digital document solutions can optimize  
your office so that documents are always at your  
fingertips, available in seconds, securely stored,  
and never misfiled!

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RMMI is a full-service digital document solutions provider based in Denver, Colorado. We provide simple, sensible, and secure solutions that dramatically improve the digital document management experience for government agencies, businesses, and nonprofit organizations throughout Colorado and surrounding states.

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# WHAT WE DO

- **Document Conversion** - RMMI's document scanning service converts paper files, maps and other large-scale documents, bound books, microfilm, microfiche, and aperture cards to a digital image format. We then index the images according to unique, customized search design and specifications. Each document scanning solution goes through RMMI's rigorous quality control steps to ensure the highest degree of image usability and accurate indexing. Our ultimate goal is to do it right every time.
- **Data Conversion and Migration** - RMMI can help take your existing digital documents and convert them to a format compatible with any document management system. This service includes: extracting data from your existing document management system(s) (or an existing folder structure), eliminating duplicate copies, standardizing indexing information, determining applicable retention policies, and delivering a scrubbed and validated dataset.
- **Scanners and Scanner Maintenance** - RMMI is an authorized distributor of document scanners from all major manufactures; additionally, we are a Canon authorized service dealer, and have more than 10 years of experience in servicing and repairing document scanners and microfilm machines. RMMI provides yearly maintenance contracts as well as on-demand service for all types of scanners. Whether you're looking for new hardware or ways to maximize your existing investments, we have knowledgeable staff members ready to assist you.
- **E-forms and Workflow** - A well-designed electronic form, combined with a thorough forms workflow management system, will save any business significant forms processing hours by eliminating manual work. RMMI has several electronic forms processing solutions, including Formatta from Access, Digitech eForms, and Frevvo Live-forms. Our design engineers can put an effective forms processing solution into use quickly and integrate into your existing line-of-business applications and workflows. Completed forms and associated workflow records can be safely and securely archived into a number of different document management solutions.
- **Software** - A good electronic document management system that helps you find information quickly is essential for efficiency, but safe and secure document storage is vital for control and compliance. RMMI's document management software is safe and protected—plus it's a snap to use and easy to manage.

*No matter what your current document management structure looks like, we are here to help. We have the knowledge and experience to help plan and implement a new document management strategy, or revamp an old system and processes to improve efficiencies. We will take the time necessary to get to know you and your specific needs and tailor our solutions accordingly. Please contact one of our specialists to schedule a time to go over your particular projects and the ways in which we can assist.*