

# Immediate Imaging Technologies, Inc. & Northeast Career Planning

## *Microfilm Services*

Microfilm is the traditional method of document archiving. For documents that must be stored indefinitely and accessed infrequently, converting paper to microfilm is an economic and cost effective way of reducing document storage space. We specialize in converting your documents to many microfilm formats including 16mm roll film, jackets and fiche.

279 Broadway



## *Microfilm Scanning Services*

With the increasing need for more accessible document management, it may be time to convert your company data from microfilm to digital files. We have the equipment and expertise to scan your rolls of microfilm. We specialize in converting your information currently on microfilm and make it available to your organization in digital format.

Phone (518) 465-5201



## *Document Imaging Services*

All too often the ability to locate documents quickly and instantly can be a very difficult task. Not any more. Once converted, these documents can be easily viewed, printed, e-mailed and transported via CD-ROM to other PC-based applications, an electronic document management system and/or the Internet. We specialize in the conversion of documents to digital files.

Menands, NY 12204



## *About The Workshop...*

Since 1954 The Workshop, Inc. of Menands, New York has been a leader in the field of Sub-Contract Packaging. For over 45 years, the Workshop has been a partner with large and small companies in making sure that the "Customer is Satisfied". Our list of satisfied customers is an impressive one. Here are just a few...

- ◇ AAI
- ◇ Beechnut
- ◇ Clearview Bags
- ◇ Cool Wraps
- ◇ Fort Orange Press
- ◇ Foster Grant
- ◇ General Electric
- ◇ Mid York Press
- ◇ NYS Dept. of Environmental Conservation
- ◇ NYS Department of Health
- ◇ Oneida
- ◇ Parker Brothers
- ◇ Pliant
- ◇ Sunhill
- ◇ Sysco Foods
- ◇ Walmart

### *Mission Statement*

The purpose of the Corporation is to establish an organization designed to serve people with barriers to employment through the provision of various educational, training and support services and to establish linkages with government services, employers, schools and other community based resources to assist individuals to realize their employment and/or self-sufficiency goals.

#### **Microfilm, Scanning & Document Imaging Services**

279 Broadway • Menands, New York 12204  
Phone (518) 465-5201 • Fax (518) 463-8051

#### **Administrative Office:**

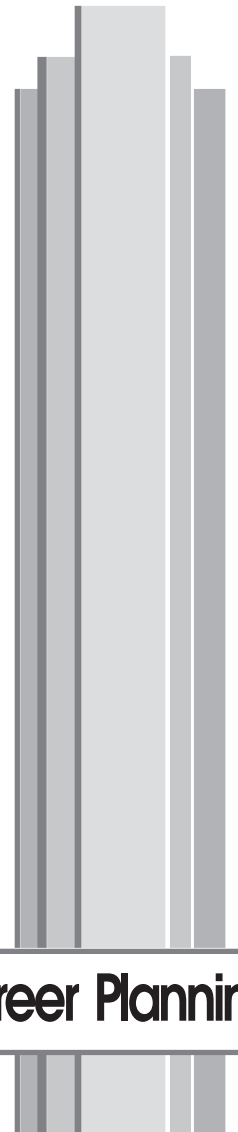
339 Broadway • Menands, New York 12204  
Phone (518) 465-5201 • Fax (518) 463-8051

#### **Professional Services:**

28 Colvin Avenue • Albany, New York 12206  
Phone (518) 438-3445 • Fax (518) 453-9096

[www.northeastcareer.org](http://www.northeastcareer.org)

## **MICROFILM, SCANNING & DOCUMENT IMAGING SERVICES**



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## **Northeast Career Planning**

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