

General FAQs

LESSPAPER HOSTING
Document Retrieval Online

A Division of MTL Document Services



Frequently Asked Questions – General

Please find below answers to the most common questions asked about the Lesspaper service. If you have any specific questions please email sales@lesspaper.co.uk

What is Lesspaper Hosting?

Lesspaper Hosting is a managed, online document storage service. We upload scanned images of paper documents, making them available to any PC with internet access, providing the user has an account name and password. The service is database driven and has powerful search facilities allowing our clients to pinpoint an exact document, or range of documents. Lesspaper Hosting is an on-demand service, with charges based on the volume of images, and length of time they are stored.

Who is Lesspaper Hosting?

Lesspaper Hosting is a service developed in collaboration between MTL Document Services (MTL) and McKinnon Software Engineering (MSE). MTL are a leading UK document conversion company specialising in scanning services, established in 1977. MSE is a software solution provider specialising in turnkey database solutions, and has been a partner of MTL since 2000.

Who are you aiming the service at?

Lesspaper Hosting is primarily aimed at businesses that want quick access to their paper-based records. We have no restriction on the size of company as our charges are based on the number of images we store online for our clients. We have identified several scenarios where document hosting has a key advantage:

Organisations looking for a fully managed solution for their document archiving.
Companies who would like a document management system but do not want associated software costs.
Businesses currently converting their documents to CD with a service bureau looking to search across their whole archive, and provide wider access to employees.
Companies with their archive in multiple formats e.g. paper, microfilm and scanned images looking to access all their documents through one portal.

What type of documents can you host on the system?

Lesspaper Hosting can store any type of scanned paper from a till receipt up to an A0 drawing. Customers looking to access their documents online will identify a typical document type, or areas of the business where the service would be most applicable. For example, delivery notes, purchase invoices and engineering project files are popular document types as they have high access rates, across multiple departments / locations.

Can you host scanned microfilm images?

Yes we can. The document hosting service was developed from us storing microfilms for our clients. Traditionally, when a client requested a copy of a document we found the microfilm, produced a hard copy, and returned it to the client by fax or post. Lesspaper hosting is an extension of this service, managing scanned images for our clients, and allowing them access to their information on-demand.



Are there reseller opportunities for Lesspaper Hosting?

Yes, we believe that partnerships are an essential part of the modern business environment. If you have an opportunity to host scanned images on behalf of a Client, please contact us direct to discuss our discounted hosting packages and rates. We have the ability to customise the Lesspaper portal, giving it the look and feel of your organisation with direct access from your own website.

Furthermore, if your organisation is a document scanning or microfilming bureau without the facility to host images for your clients, we would welcome the opportunity to speak with you. MTL Document Services works confidentially with a number of service bureaux in the UK. Lesspaper Hosting allows companies to expand their service portfolio whilst maintaining customer relationships.

What future developments are there for the service?

We have exciting plans for the future of Lesspaper beyond the hosting of scanned images. Lesspaper clients will be able to work with their documents to perform business tasks including invoice and delivery authorisation. We already have one client using an exception facility for delivery notes, and other modules include:

- Timesheet reporting & authorisation via PDA
- Outsourced financial management services
- Outsourced invoice processing & authorisation
- Electronic mailroom services

If you would like further information, please contact us direct to discuss the potential benefits to your organisation.



A decorative graphic in the bottom right corner of the page, featuring several overlapping, slightly blurred rectangular shapes in shades of light blue and grey, resembling scattered papers or documents.

Lesspaper Hosting
(A Trading Division of MTL Document Services)
Pennington House
Unit 10 Commonwealth Close
Leigh Business Park
Leigh
Lancashire
WN7 3BD

t: 01942 608921
e: admin@lesspaper.co.uk

www.lesspaper.co.uk