



Tarttelin and Co is a private Licensed Conveyancing firm based in Colchester, Essex. It was founded by its owner, Terry Tarttelin, who is recognised by the Council of Licensed Conveyancers with whom he holds a full license. Tarttelin & Co undertakes a wide range of local residential and commercial property work.

We were first introduced to Tarttelin and Co by Colchester's longest-established Auctioneers, Valuers and Estate Agents with whom we had been doing business for many years. One of their partners had already told Terry Tarttelin about us and about our reputation for high quality service. He then asked if we would be able to help Mr Tarttelin with an acute document management problem that he faced.

When we went to see Mr Tarttelin, we found that he was struggling to cope with an ever-increasing mountain of manila files that were full to bursting point of all the paperwork relating to his many conveyancing clients. The files were taking up much valuable office space that he wanted to free up for more profitable use. He also wanted a system putting in place that would allow for faster retrieval of documents and easier onward transmission for when dealing with other Conveyancers and solicitors.

One problem we faced was the nature of the documents that needed to be scanned with all kinds of correspondence, notes, land plans and legal deeds. Some of the paperwork was in quite a poor condition - very old, often crumpled, and in some instances the text was deteriorating on the page. A high quality scanner was required to be able to capture and preserve the documents in a legible format. After various discussions about his requirements we therefore demonstrated the capabilities of Kodak scanning hardware and INVU software to Mr Tarttelin at his own premises.

Our final recommendation was a document management solution consisting of a stand-alone Kodak i260 scanner to tackle the huge volume of documents requiring scanning and INVU software to allow for easy archiving and retrieval of the scanned images. The Kodak i260 is a robust, high speed mono and colour scanner offering automatic double-sided scanning and a capacious 150-sheet document feeder ideal for scanning large batches of originals at one time. In an office where space was already at a premium, it is also a very compact device.

Up to this point, there were no scanning facilities whatsoever at Tarttelin & Co, and therefore we had to help them set up all their systems and procedures from scratch. Working closely with Mr Tarttelin, we installed and configured the INVU software so that it worked exactly as they wanted it to work. We then spent time with Mr Tarttelin and his staff providing training to ensure that they knew how to get the very best out of the solution that we had supplied.

Tarttelin & Co are now very happy with their document management solution. They have been able to destroy a large proportion of the old paper files that were taking up so much space. Furthermore, scanned images can be found in a fraction of the time it used to take to dig out information from their storage rooms, resulting in much greater efficiency. This has all been down to the quality of the solution we provided and the time we invested with Mr Tarttelin and his staff.

Find out how IOT plc can help your business. Call: 01924 823 455 or Email: enquiries@iotplc.com



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IOT plc · Northern House · Moor Knoll Lane
East Ardsley · Wakefield · WF3 2EE
Tel: 01924 823 455 · Fax: 01924 820 433
Email: enquiries@iotplc.com

