

10 TIPS

HOW TO FIND THE PERFECT DIGITALISATION SERVICE PROVIDER

Do you want to digitalise processes in your company, but do not have the relevant expertise for this? No problem! Service providers offer excellent assistance in this field. However, there are a few aspects that you should consider before choosing a service provider.

We have prepared a check list for you with points that you should note when making your selection:

- Certification in line with DIN ISO/IEC 27001: this is the leading standard for information security management systems. It is aimed at companies and defines the most important stipulations so that data and IT processes are ideally protected.
- Certification in line with DIN EN ISO 9001: this is an internationally defined standard to regulate internal operating procedures. The standard does not say anything about a product itself, but about the quality and reliability of the service performance.
- Everything from one source – opt for a service provider that covers the complete digitalisation process. This process involves preparing the files, scanning, indexing & data logging and classification.
- Adequate technical equipment: make sure that the company definitely uses leading technologies.
- The relevant expertise can be guaranteed through many years in the market, the relevant membership of associations or advisors that are available to provide special help.
- Trained employees with a good reputation (certificate of good conduct).
- A data centre in Germany: this ensures that your data is safely hosted in Germany in line with the German laws and standards.
- An all-round service package is a benefit: then you can obtain appropriate additional services (archiving, destruction, logistics, etc.) from one service provider and all from one source.
- Financially sound and forward-looking corporate structures: look out for a stable company with reliable structures.
- Good references: look to see which projects the service provider has already handled.



Get in touch with us!

At Rhenus Office Systems, we can support you when you digitalise your company. Contact us and we will find the correct strategy and introduce it for your needs. We are a proficient company and have the necessary capacities available to provide you with ideal services and products so that you can realise your corporate goals even more efficiently and quickly.

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