



## **Ohio Businesses Get Paper And Paperless Document Management With Help From Team Office Technologies**

*New alliance with document management software company, ColumbiaSoft, extends Team Office Technologies' services so that clients have more options for managing documents electronically.*

**Portland, Ore. – Sept. 2, 2010 –** Team Office Technologies, a long-time provider of integrated printing and information technology services in Ohio and western Pennsylvania, is now helping businesses in the region manage their documents electronically using [document management software](#). Team Office recently joined a network of technology firms offering ColumbiaSoft's Document Locator document management system for their customer's paperless business needs.

"We're bridging technologies for a comprehensive approach to managing information. We can process and file scanned documents, email, electronic files and print stream data," said Thomas Reeveley, president of Team Office Technologies. "Document Locator is a perfect fit for our clients because it turns paper into full-text searchable digital files that are stored in a system that is easy to use and works just like Windows."

"Team Office's expertise in all forms of information management and office technologies makes them a trusted authority for our document management solutions," commented ColumbiaSoft executive vice president, David Pogue. "We're very pleased to be working with them and helping their customers address ways to improve storage, retrieval, and automation of electronic documents."

"Businesses are looking for new ways to manage their paper and electronic documents," said Bryan Higgins, software developer and vice president of Team Office Technologies. "Document Locator's custom integration capabilities allow us to develop custom document management and workflow processes for our clients."

While few businesses achieve a truly [paperless office](#), electronic document management is lowering the cost in many areas of business, and helping improve the efficiency of office staff who file and retrieve documents in their daily work. For example, storage and shipping costs less when documents are scanned and handled digitally. People save time retrieving electronic documents because files can be searched and found from a computer much faster than from a filing cabinet or a

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warehouse. Plus, electronic documents can be routed, reviewed, revised, and approved more easily in electronic workflows.

### **About ColumbiaSoft Corporation**

ColumbiaSoft is a leader in [document management software](#) and services designed to enhance efficiency, reduce risk, and improve collaboration. Information workers use ColumbiaSoft software to manage and share paper and electronic documents, e-mail, faxes, and other electronic files to reduce costs, increase productivity, automate business processes, and meet compliance requirements. As a Microsoft Gold Certified Partner, an Autodesk Authorized Developer, and an Adobe Solutions Network partner, the company's products fully integrate with popular applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit: <http://www.documentlocator.com>.

### **About Team Office Technologies**

Since 1980, Team Office Technologies has been the first choice for on-site, on-target network and document technology services for businesses in Ohio and Pennsylvania. With a proven reputation for quality service and customer satisfaction, Team Office provides area businesses with state-of-the-art digital printers, copiers, and scanner hardware (including NEC, Sharp, Kyocera, Fujitsu, Panasonic, Okidata, and HP); reliable factory-authorized equipment servicing; and professional Microsoft certified products support and services including: networking, data storage, back-up, disaster recovery, anti-virus solutions, and more. To learn more, visit: <http://www.teamofficetech.com>.

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