



## ACRODATA CASE STUDY: Document Scanning Lowrie Kent Conveyancing

Lowrie Kent Conveyancing is a boutique firm offering personalised, professional and ethical conveyancing services

**Insight:** Many companies often incur unnecessary costs by relying too heavily on a paper filing system. This unnecessary time and money is spent on such things as sorting, filing and searching for documents. Companies storing their records solely in hard copy formats are also greatly exposed in the event of a disaster.

**Objective:** Acrodata was engaged to simplify storage and workflow processes, create more efficient access to critical documents and increase the efficiency of the document management system.

**Strategy:** Acrodata worked closely with the client to gain insight into existing document management processes, making the process of transition to an electronic document workflow system smooth and seamless for those affected.

An electronic document workflow system allows for aged, hard copy files to be destroyed in line with legal obligations, reducing storage space and enabling Lowrie Kent to become less reliant on their current paper filing system.

This strategy also ensures that critical business information can be accessed more efficiently through a central network, designed to meet Lowrie Kent's specific requirements. Scanning and storing documents appropriately also ensures that Lowrie Kent have access their critical documents in the event of a disaster.

**Execution:** To achieve this, Acrodata digitised all corporate files predating the current year and destroyed all non-critical hard copies. An electronic document workflow system was then introduced, allowing Lowrie Kent to streamline document management systems within their organisation.

**Results:** By engaging with Acrodata to streamline their records and management systems, Lowrie Kent achieved the following outcomes.

- Efficient access to critical documents
- Space saving, leading to cost reduction on physical storage
- Appropriate disaster recovery strategy
- Streamlined document processes



*"We had no idea how much unnecessary cost we were incurring until we got Acrodata to review our document management processes."*

**Helen Kent, Managing Director  
Lowrie Kent Conveyancing**



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