



# Confidential Document Solutions

*Your trusted document management partner*



**Corporate Solutions**



## Use The Provider Trusted By The Legal Industry.

Confidential Document Solutions is Brisbane's  
pre-eminent 24 hour document management  
provider. Clients internationally and Australia-wide  
continue to benefit. We have assembled the  
industry's most experienced team to ensure that  
you receive the highest quality service at the most  
competitive rates, 24 hours a day, 7 days a week.  
Our friendly staff are always here to help you.





## Digital Copying

Large volume digital document reproduction is one of our core services. We offer an extensive range of options, utilising the latest in technology to set new standards in the industry - saving you time and money, without having to compromise on quality.

### Individuality

For your complete peace of mind, we provide individually tailored copying solutions.

### Quality

CDS takes great pride in adhering to the strictest international quality standards, and is the only Brisbane based copying bureau to be ISO9001 compliant.

### Diversity

Your copying options are restricted only by your imagination. We have a range of standard and premium paper stock options including tints, fluoros, transparencies and recycled paper. Collection and delivery of documents, hole punching, stapling, and paper clipping are provided free of charge.

### Technology

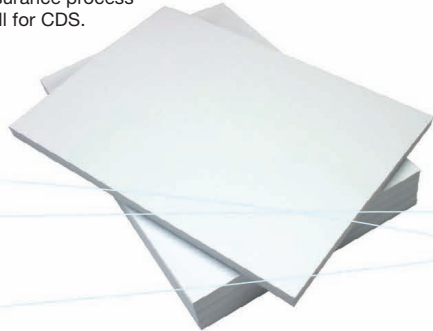
Air-assisted paper feeds, on-the-fly toner replacement and registration accuracy of less than 0.5mm, all ensure exceptional speed, reliability and versatility. This means that CDS is set up for optimal productivity, with the capacity to copy up to 6300 pages per hour.

### Environment

In an industry dominated by paper, CDS is conscious of its impact on the environment. Our machines have been designed to save natural resources by reducing energy consumption and using new toner technology with a lower melting point. When not in use, the machines revert to power save mode automatically. CDS is also proud to support the Cartridges for Planet Ark campaign to recycle used toner cartridges, and is a proud supporter of the Queensland Environmental Law Association.

### Guarantee

CDS has no additional charge for its Quality Guarantee. Each job, regardless of scale, undergoes our rigorous quality assurance process - and no job is too big or too small for CDS.





## Digital Printing

CDS is equipped with the latest in printer technology, utilising the strengths of several market leading document reproduction companies such as Konica Minolta, Xerox and Océ.

### Speed

With this infrastructure, our machines are capable of reproducing black and white copies at 525 pages per minute and full-colour at 230 pages per minute, using colour polymerised toner for precise registration accuracy.

### Technology

Our printer performance is supplemented by the use of high speed Fiery engines, which accelerate printing and enable us to process jobs in a fraction of the time required by conventional print shops. Our machines are calibrated daily to ensure consistent, high quality output on every print run.

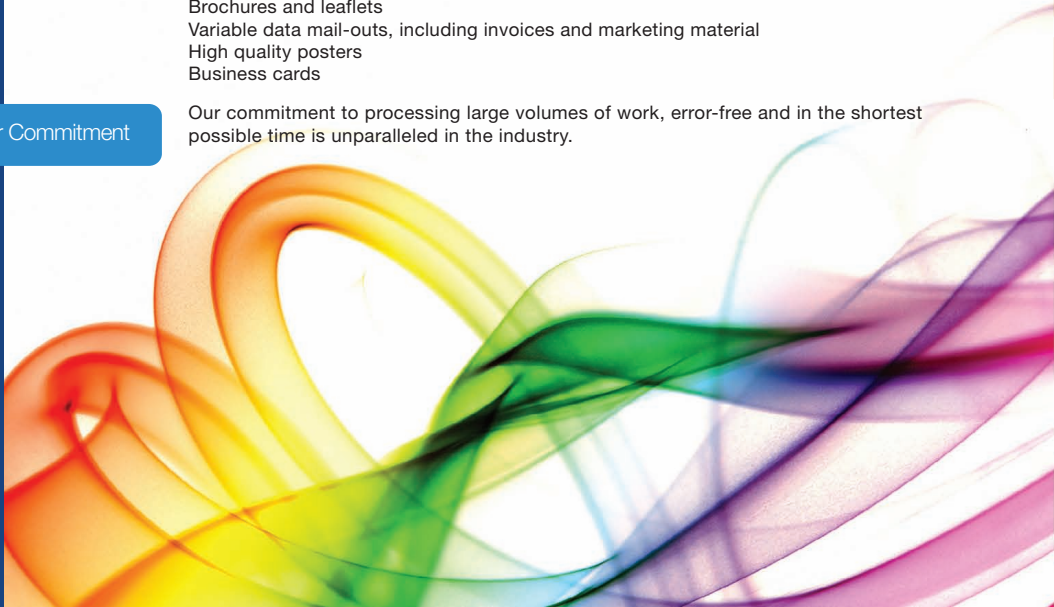
### Consultation

We also provide customised printing solutions on a range of standard and professional stock. Our facilities enable you to print documents in any manner desired, including but not limited to:

- Building/architectural plans and drawings
- Booklets, including secure company reports
- Brochures and leaflets
- Variable data mail-outs, including invoices and marketing material
- High quality posters
- Business cards

### Our Commitment

Our commitment to processing large volumes of work, error-free and in the shortest possible time is unparalleled in the industry.





## Imaging/Scanning

CDS has a specialist document imaging team that has been fully integrated into our other workflow systems to ensure a seamless transition from your hard copy documents to electronic images.

### Experience

Our highly skilled imaging team has many years of practical experience in the legal and corporate sectors. We have drawn from their extensive knowledge when developing our internal scanning protocols and standards, reinforcing the highest levels of quality.

### Technology

We use the latest in multipage scanner technology to ensure optimum image clarity in black and white and colour. Our machines can scan duplex in one pass, resulting in up to 150 images per minute at a resolution of 200 dpi, easily handling up to 10,000 pages per day.

### Volume

CDS is equipped to process any amount of documents, from simple one page scans for individuals to large volume digital archiving matters for government agencies and the corporate sector.

### Quality

The CDS imaging team's underlying focus is to provide high quality electronic images with the fastest processing time in the industry. Our imaging processes are seamlessly integrated with one another to ensure that the integrity of your documents is always maintained.

### Supplementary Services

Optical character recognition (OCR)  
Oversized/plan scanning  
Customised file renaming  
Electronic and physical page stamping  
Barcode labelling



## Document Binding

First impressions make a difference. Whether for marketing material, presentations or legal submissions, document binding provides an unparalleled finish. Binding is available to all clients, regardless of whether additional copies are required.

### Variety

We provide an extensive range of binding services, encompassing finishing options such as metal wire, plastic comb, and velo (heat) binding in various sizes and colours, and offer a saddle stitching option for booklet printing.



## Website and Graphic Design

We specialise in delivering creative approaches in design of print and web-based material. We offer a boutique design for businesses, government agencies, community organisations and individuals in creating content that establishes a client's presence online and in print.

### Graphic Design Services

- Brochure Design and Printing
- Logo Design
- Business Card Design
- Stationery Design
- Signage
- Prepress

### Website Design Services

- Full Website Design and Development
- Flash Expertise
- Search Engine Optimisation

### Supplementary Services

- All Printing Requirements
- Copywriting



## Audiovisual Media Conversions

CDS can duplicate and convert a range of audiovisual media, including DVD, CD, VHS, VCD, audio cassette and other electronic video files such as MPEG and AVI. This secure service is one of the fastest and most cost-effective in the market.

### Technology

Our media conversion technology ensures high quality output, comparable with specialist duplication services but without the prohibitive pricing. Cross-format conversions include VHS to DVD, MPEG to DVD, and DVD (audio) to CD. Custom conversions may be available upon request.

### Confidentiality

As with all jobs, CDS maintains the strictest confidentiality in relation to media conversions, which are accessible only to the Production Supervisor responsible for the job. No original data (audio or video) is maintained by CDS in any form, including on our servers.

## CDS' Goal

At CDS, we adopt a consultative approach to the delivery of consistently high quality, cost effective solutions and rapid service. Our services are offered with a commitment to quality assurance processes and, in viewing each job as a discrete project, we enable our clients to have as much or as little involvement in the structure of their work as required. At CDS we tailor every solution to your needs and your budget.



**Timothy Hall**  
Managing Director



**Inez Russell**  
Litigation Support Consultant



**Malcolm Hall**  
Finance Director



**Andrew Hohns**  
Business Development Manager



**Michael Wrobel**  
Sales Director



**Nick Purser**  
Production Manager

## Quality Management System & ISO9001 Compliance.

CDS has acquired certification by Compliance Australia in accordance with ISO 9001:2000 Quality Management Systems. This Quality Management System (QMS) allows us to offer you superior business processes and procedures.



We identified a need to apply the principles relating to the legal sector to other industries.

**With that came CDS.**

Tim Hall, Managing Director

CALL US  
**24 HOURS A DAY**  
**7 DAYS A WEEK**  
**+61 7 3020 2777**

