You're ready to convert your film to a digital format, but you're not sure what's involved. Check out our project steps below and understand how your microfilm will be digitized when you partner with BMI.

**HOW DOES A MICROFILM CONVERSION PROJECT WORK?**

1. You've agreed to convert your microfilm to an online digital resource. Great idea! Let's get started ...

2. It's time to carefully pack up your microfilm for transportation to our facility.

Need secure packaging? Just ask!

3. When your microfilm arrives at the facility, it's carefully tagged for inventory tracking.

4. Each roll of microfilm is inspected and prepared for scanning.

5. The proof of concept is created as you reach "Milestone 1 (M1)." This is where a small portion of the project is completely processed and then reviewed by you to confirm expectations and make any adjustments.

6. Once the M1 is approved, the rest of the project is scanned.

7. You're a happy customer! You can access your files digitally and don't have to worry about the hassle of microfilm anymore.

When you digitally convert your microfilm records, you stay ahead of the document management curve. Increase usability and efficiency, and decrease stress. Go digital!

www.bmiimaging.com