



DEFENSE LOGISTICS AGENCY Document Services

We Know Documents. Per DoDI 5330.03, DLA Document Services is the Defense Department's single manager for printing and duplicating, and the preferred provider of document conversion and automation services. With more than 150 locations in six countries, DLA Document Services has interagency collaboration experience since 1949.

Core Services and Capabilities

Document Conversion

- Digitize hardcopy office documents
- Organize and index documents for easy search and retrieval
- Large format and book scanning
- Convert microfilm, microfiche and aperture cards
- Scan to all standard image formats
- Import to electronic document management systems
- Classified scanning capability
- Industry leading production facilities
- Mobile scanning



Electronic Document Management

- DoD 5015.2 records management compliant solutions
- Powerful search capabilities
- Share information from a single repository
- Access control, audit trails and version control
- Workflow automation
- Manage content from a standard web browser
- Secure access with disaster recovery at strategic, remote COOP site
- Cloud computing and mobile technologies



Equipment Management Solutions

- Managed print services
- Networked multifunctional devices (MFDs) that print, copy, scan & fax
- All-inclusive flat rate pricing
- IDIQ contracts utilizing a reverse auction process - absolute lowest price
- MFD integration with electronic document management systems
- Initial and on-going fleet assessment program
- Effective, economic, eco-friendly devices
- Acquisition and contract administration, installation and training, equipment disposal, etc.



Additional Products and Services

- On-Demand Output
- Distribute & Print
- Wide Format Printing
- Printing Procurement
- Specialty Print Products
- Binding & Finishing
- Document Reproduction
- Graphic Design
- Multimedia Products
- Web Design & Hosting
- *Online Ordering-Document Services Online (DSO)*

