
BUSINESS
DOCUMENT
SOLUTIONS
AVALON



DOCUMENT SOLUTIONS THAT WORK AS HARD AS YOU DO

From high-volume scanning and and large format printing to specialized services for the legal and AEC industries, Avalon’s hyper-responsive team members deliver high-quality document services with fast turnaround and exceptional customer support.

Our trained team members, modern technology, and efficient processes take time-consuming document work off your plate, helping you save time, control costs, and stay focused on your business. With a 92+ lifetime Net Promoter Score based on more than 5,000 client surveys, Avalon delivers document solutions you can count on.

Our document services include:

- Backfile scanning
- Digital printing
- Large format printing & environmental graphics
- Secure print & mail
- Specialized services for the AEC industry
- Legal document solutions
- We also provide legal technology & litigation support services

We invite you to look through this brochure to see how Avalon can simplify document work, support your team, and keep your organization moving forward.

AICPA SOC aicpa.org/soc4so

Great Place To Work. Certified APR 2026-APR 2027 USA

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SCANNING & PRINTING

Precision and Performance on Every Page

Every document your business creates – digital or paper – has the power to inform decisions, connect your team, and inspire confidence in your clients. We help make every page count. Our experienced, proactive team combines smart solutions with rigorous quality control to deliver accurate, consistent results, delivering polished, precise work you can trust, every time.

Scanning Services

Break free from paper. Bulky files consume valuable office space, slow collaboration, and create unnecessary security risks. Avalon transforms your documents into secure digital files and organizes them in a fast, intuitive, easily searchable database. In seconds, you can find, annotate, and share exactly what you need, giving your team instant access and the freedom to move faster.

Our scanning services include:

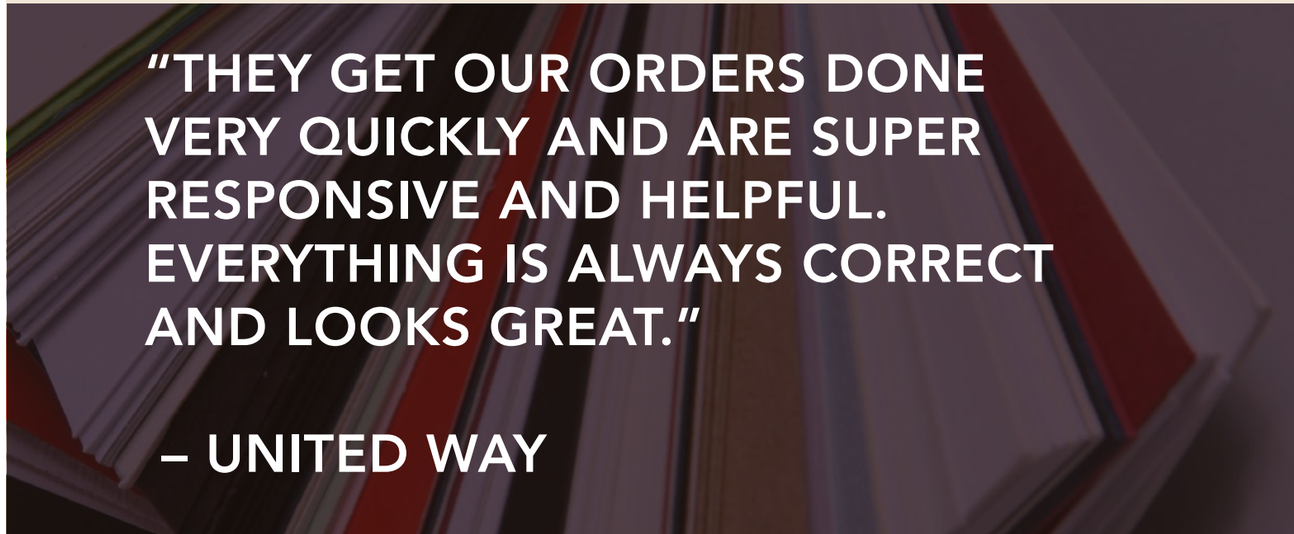
- Business record scanning
- HR record scanning
- EOB scanning
- Medical record scanning
- Closed file management
- Digitizing legacy plans

Digital Printing Services

Power through your next project with Avalon's dependable, cost-effective digital printing solutions. From high-volume runs to rush requests, we deliver quality printing tailored to your specifications, with full-service design and finishing, and expert support. Our team combines speed, precision, and attention to detail to produce professional results, allowing your organization to stay productive and focused on what matters most.

Our digital printing services include:

- Meeting presentation & training materials
- Marketing materials
- Manuals, booklets & brochures
- Business cards, letterhead & envelopes
- Color copies
- Full binding capabilities





LARGE FORMAT PRINTING

Make an Impact with Large Format Printing & Environmental Graphics
Transform any space with Avalon's large format printing services. Our state-of-the-art UV substrate printer produces bold, razor-sharp graphics on materials up to 1 inch thick that are built to stand out – and withstand the elements.

Choose from premium substrates and finishes to create bold banners, murals, trade show displays, and retail signage that bring your vision to life and strengthen your brand.

We offer the following large format printing options:

- Vinyl banners
- Pop-up signs
- Window, wall & floor graphics
- Event & sponsorship signage
- Large volume stickers, labels & magnets
- Custom cutting
- Exhibit displays

SECURE PRINT & MAIL

Secure Print & Mail That Delivers Confidence

Confidential mail demands speed, precision, and uncompromising security. Avalon helps ensure communications containing personally identifiable information (PII) and/or protected health information (PHI) reach the right recipients securely and on time.

As a SOC 2, HIPAA-compliant vendor, we combine rigorous quality controls, continuous encryption, secure facilities, and technology-enabled automation to deliver 99.9% accuracy, mail tracking, and postal savings.

End-to-end print & mail services includes:

- USPS address standardization, list deduplication, and data scrubbing
- Print design, production, finishing, folding, stuffing, and sealing
- Domestic and international postage consulting
- Presorting and bulk delivery to the post office

Your Data, Locked Down

Your data remains yours. Access is restricted at every Avalon facility, and every team member signs a confidentiality agreement as a condition of employment.

Additional safeguards include:

- Continuous data encryption
- 100% client ownership of data
- Document barcoding for accurate, trackable delivery



PAPER SERVICES FOR THE AEC INDUSTRY

Built to Keep Projects Moving
From first bid to final plan set, Avalon helps architects, engineers, and contractors move faster with precise document production, secure digital tools, and responsive support – all built around the demands of your project.

Bid Management/Online Planroom
Managing bid distribution is easier than ever with Avalon's online planroom. We help you overcome your challenges with a tailor-made virtual environment that features a selection of tools and services – including document publishing, management, ordering, distribution, and bidding – that streamline communication for your construction projects.

Secure Electronic Bidding
Our online planroom offers a sealed electronic bidding feature, which is free of cost for all municipalities and public entities. Bidders now have a simple, secure way to submit sealed bids. Files stay private and locked until the deadline, then authorized teams can quickly open, review, and award bids in one protected environment.

End-to-end print & mail services includes:

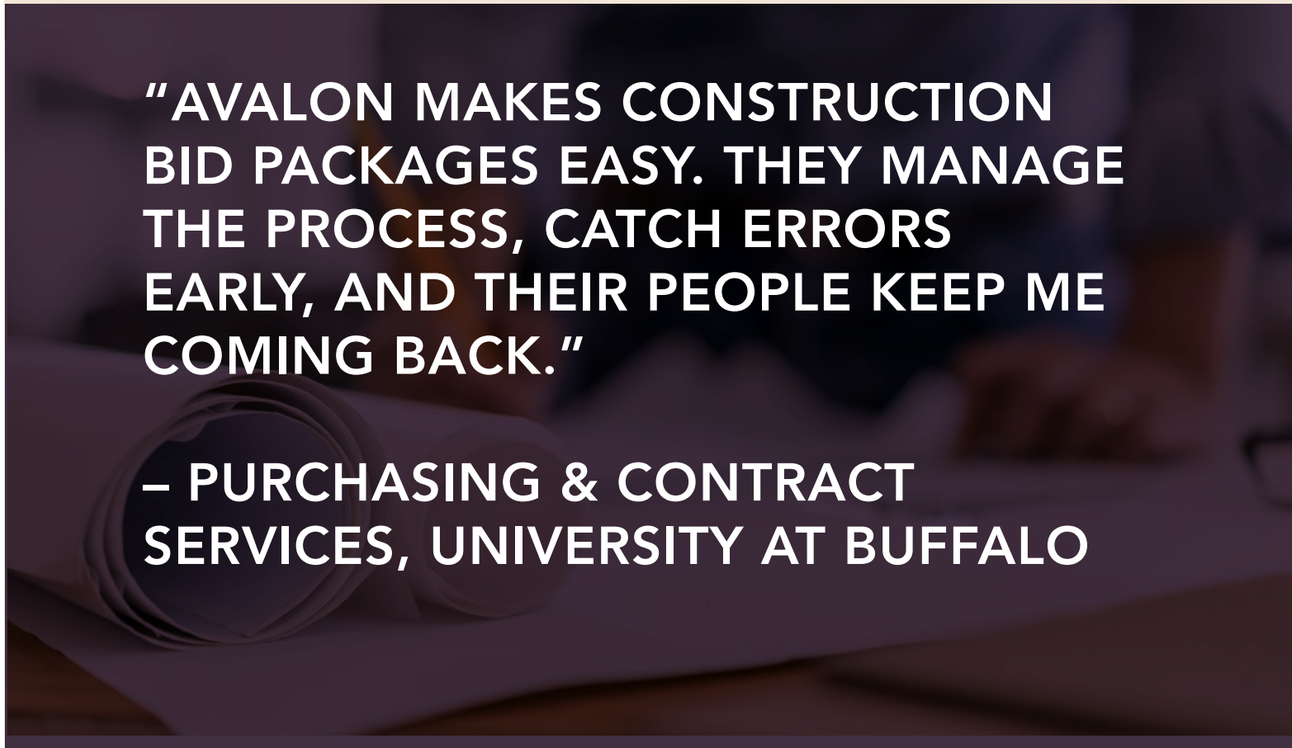
- Track subcontractor orders and planholder activity
- Post projects for browser-based access
- Control access with public or password-protected jobs
- Let subcontractors order documents directly
- Send revisions, addenda, and updates to every planholder

More ways Avalon supports AEC teams:

Large-format document production – Precise, quality-checked blueprints, plans, and specifications

Document scanning – Fast digitization and custom indexing for large-format drawings, retention needs, and deadlines

DIgital printing – Presentation and training materials, marketing collateral, business stationery, and more



LEGAL DOCUMENT SOLUTIONS

Legal Document Support You Can Count On

Keep your team focused on the case while Avalon handles the paper. From OCR scanning and high-volume production to trial exhibits and appellate filings, we deliver fast, accurate legal document support when the stakes are high.

Paper Discovery at Any Scale

Turn complex paper collections into organized, trial-ready information. Our team keeps discovery moving smoothly from intake through production. In fact, Avalon has managed massive discovery projects spanning 130 U.S. cities, meeting demanding deadlines with the precision firms and organizations nationwide trust.

Paper discovery capabilities include:

- Scanning and digital printing
- Bates numbering and OCR
- Specialty litigation support
- Database creation
- TIFF to PDF conversion

Secure Onsite Scanning, Right Where You Need It

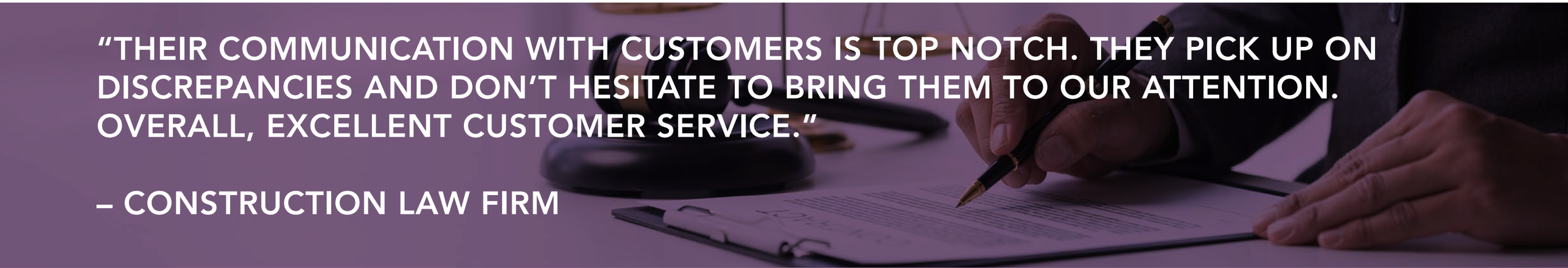
Need to scan documents at a specific location? Avalon digitizes sensitive records without moving them offsite. Ideal for law firms, government agencies, and organizations managing confidential or regulated information, our trained professionals and secure equipment can be deployed anywhere in the U.S. to process active file rooms and large-scale digitization projects while maintaining strict security and compliance.

Court & Trial Exhibits

From high-definition photographs to legal documents to medical illustrations, Avalon's hyper-responsive team members ensure your trial demonstratives look crisp and professional, even on a tight timeline.

Appellate Services

Focus on the argument, not the filing rules. With hundreds of appellate matters managed each year, Avalon prepares, produces, and files briefs and records accurately and on time.



"THEIR COMMUNICATION WITH CUSTOMERS IS TOP NOTCH. THEY PICK UP ON DISCREPANCIES AND DON'T HESITATE TO BRING THEM TO OUR ATTENTION. OVERALL, EXCELLENT CUSTOMER SERVICE."

– CONSTRUCTION LAW FIRM



LEGAL TECH & OTHER LITIGATION SUPPORT SOLUTIONS

Smarter Litigation Starts Here

Complex matters demand seamless coordination across data, documents, technology, and talent. Avalon brings these elements together to support your matter from discovery through production, with the flexibility to engage wherever you need us and the depth to manage the full lifecycle if you prefer a single partner. Our scalable teams, deep expertise, flexible infrastructure, and secure, thoughtful use of AI give you the speed and control to navigate even the most demanding litigation.

Our litigation support services include:

- Digital forensics – We know where to find, obtain, recover, and analyze critical electronic evidence, onsite or remotely, from active devices or offline assets.
- eDiscovery – Our experts deliver an efficient, effective eDiscovery process that identifies the most pertinent data, while helping save time and control costs.
- Managed document review – We specialize in building high-performing review teams, leveraging top-tier legal talent, and executing efficient, defensible workflows that align with the strategic goals of your matter.
- Staff augmentation – As a leading Alternative Legal Services Provider (ALSP), Avalon brings extensive experience across all areas of law to deliver customized legal staffing solutions.
- Cybersecurity – From vulnerability assessments and security advisory services to incident response, we provide expert guidance and world-class support throughout the engagement.



www.teamavalon.com