



Stay Safe Solutions YOUR DVBE & SDVO SMALL BUSINESS SOLUTION

Vet-Biz in a box

A “Turn-Key” Document Management and Scanning Business

Designed specifically for Veterans and their Spouses

Distributed by: Stay Safe Scan and Storage, Inc.

www.StaySafeSolutions.com/Vet-Bizinabox

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Letter from the President

Dear Veteran,

Throughout our nation's history, the men and women of our armed services have gone bravely into battle, risking their lives and livelihoods, sacrificing their safety to defend our freedom. And when their duty is done, many return home with new found determination, self confidence and purpose. For many, the thought of returning to “middle management and a cubicle” is unbearable. Instead, their work-future is one destined to be filled with independence, autonomy, and financial freedom. Our **Vet-Biz in a box** is a “turn-key” Document Management and Scanning Business specifically designed by a service-disabled veteran for these veterans and their spouses

In short, our **Vet-Biz in a box** includes everything you'll need to become successful in the document management business:

- Software,
- Hardware
- Training
- Documents
- Contracts
- Marketing information
- Business plan outline
- Financing options
- Technical support

As you know, the Document Management and Document Imaging marketplace is exploding. Government regulations, technology advances and overall competitive pressures are driving companies to become more cost efficient. Document Management and Document Imaging is The Future.

You have the determination, self confidence and purpose to run your own business. We have your business solution!

Ken Shoemake
President
Stay Safe Scan and Storage, Inc.



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Introducing **Vet-Biz in a box**

Stay Safe Scan and Storage, Inc, the authorized DVBE distributor for iScan Services, Inc., is pleased to present **Vet-Biz in a box**, a “turn-key” business opportunity dedicated for Veterans to achieve their entrepreneurial goals and aspirations. **Vet-Biz in a box** is a complete and comprehensive scanning and document management business opportunity.

Vet-Biz in a box includes everything it takes to become successful in the document management business. **Vet-Biz in a box** includes the necessary software, hardware, training, documents, contracts, marketing information, business plan outline, financing options and overall technical support.

As mentioned in the letter from our President the Document Management and Document Imaging marketplace is exploding. Government regulations, technology advances and overall competitive pressures driving companies to become more cost efficient. Document Management and Document Imaging is becoming more compelling and necessary.

The following pages will provide the reader an industry overview, **Vet-Biz in a box** business model description, the **Vet-Biz in a box** features and benefits, costs, Veteran’s financing options, and estimated Return on Investment projections. Review and launch your new career!

For more information, please feel free to contact Stay Safe Scan and Storage, Inc.

1-888-782-7233 x 113

www.StaySafeSolutions.com/Vet-Bizinabox

or

www.StaySafeSolutions.com/Scan



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A Short History of Document Management

Document Imaging and Document Management are terms that have evolved through an expensive, complicated, and diverse history. Document imaging began several years ago with the use of cameras and film to capture images onto microfilm and microfiche. Over time, entrepreneurial software developers created systems to utilize newly manufactured document scanners.

Document scanners capable of producing digital images coupled with newly written document management software systems, created the ability to store document images on various electronic media. The most common and recognizable electronic media utilized today is the CD-ROM. There are numerous other media capable of storing digital images including the hard disk drives of every personal computer sold today.

The developers of the document imaging and management software were justifiably proud of their products, as were the manufacturers of document scanning equipment. This pride resulted in prices for the imaging technology only wealthy individuals and the most successful companies could afford. In the early 1990s, \$250,000.00 was an acceptable price to pay for a bare minimum Electronic Document Management System (EDMS). Still today, an EDMS that supports 25 users on a small computer network can still cost as much as \$75,000.00.

In the middle of the 1990s, some entrepreneurial organizations offered imaging services as document conversion service bureaus. These companies were pioneers at a time when document imaging was not and most customers were still paper and paper filing systems. costs associated with imaging hardware were still significantly This generation of Service Bureaus the small size businesses or small office marketplace because the returns were just not there in small volume jobs. Consequently, the market remained the large/medium size companies with large volumes of paper.

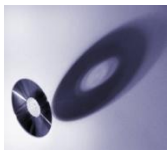


well understood wedded to their Additionally, the software and higher than today. could not serve



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Industry market statistics have shown that document imaging and document management save thousands of dollars each year for those enlightened businesses that have made the paperless transition. With advances in technology, businesses of all sizes can realize the cost saving investments in document imaging equipment and document management software.



Approximately four 4 drawer file cabinets can fit on just one CD.

The need for document imaging and document management for the businesses of all sizes is more than attempting to become a paperless office. It is also an enormous archival issue. Consider for an instant, the number of boxes/files of paper that every organization in the country is required to keep for years just to satisfy the IRS. Consider the small Doctor's office with Patient Files being stored in the Doctor's garage at his home in order to avoid paying exorbitant storage fees. Think of the small independent sub-contractor forced to keep engineering drawings in his home in order to defend himself and his work should he become involved in litigation. The examples of archival requirements concerning paper are endless. Such archival requirements are as real for the small business marketplace as they are for the large corporations. In addition, how many business owners have considered the potential costs of attempting to recover lost documents because of fire or flood?

The current federal and state statutes concerning storage of documents establish documents stored on CD-ROM as legal documents and are admissible in court when reproduced from the CD-ROM as exact copies. Approximately 15,000 pages of information can be stored on one CD-ROM (750MB). Furthermore, the statutes set strict guidelines and rules to protect privacy of electronic records, which can only be attained through the use of technology solutions such as our **Vet-Biz in a box**. Every day, more and more state and federal regulations get released to promote the use of electronic document management systems. This industry is growing exponentially and is becoming a major initiative for large and small companies alike. Partnering with Stay Safe Scan and Storage, Inc. to deliver innovative document management solutions at an affordable price is a great way to make a career or just some additional income.



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BIG Opportunity – The DM Market

The imaging business is growing; the need for the technology of converting paper archives to digital format and storing it on CD-R media is in demand. Everywhere you look in a small or large office environment, you will see stacks of paper, or long lines of 4-drawer file cabinets filling hallways and valuable home and office space. The business community is under pressure from the Government to protect their business records, an example of such regulations is the Health Insurance Portability and Accountability Act (HIPAA). Legislation like this is important because it requires by law that Health/Medical organizations implement digital document management or face stiff penalties for non-compliance.

The strength and growth of this industry is demonstrated in an AIIM Industry Watch Survey titled, *State of the Document Management Service Providers Industry*, where it states:

“This survey of document management service provider’s reports strong sector growth during the past year, in four significant metrics—revenue, employee count, customer base, and profitability. The survey reflects the renewed optimism that seems to exist within “the document channel” as end users, especially in the mid-market, increasingly turn to partners with expertise to guide them into the new waters of document management”.

There is no doubt that now is not only an exciting time to start a business but an excellent time to join an exploding and extremely vital industry.

The Veteran Advantage

As a Veteran of the Armed Forces, you have sacrificed and paid a great price to defend the United States of America. Many companies, public utilities, and governmental agencies reward veteran-owned small businesses (VOSB) and service-disabled veteran-owned small businesses (SDVOSB) with contract preferences and bid advantages. These preferences and bid advantages can be found at all the federal, state, and local government levels.



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Federal Advantage

There are many federal laws and statutes that provide advantages to Veteran-Owned Small Businesses (VOSB) and Service-Disabled Veteran Small Business Organizations (SDVOSB). The Department of Veterans Affairs is in the forefront to extend contracts to veteran-owned small businesses. Public Law 109-461 the U.S. Department of Veteran Affairs (VA) elevates SDVOSB's to the top of the list for procurement opportunities. This legislation also provides competitive set-asides, improves sub-contracting partnerships, and allows sole sourcing up to \$5 million dollars per contract.

In an Oval Office ceremony held December 16, 2003, President Bush signed H.R. 2297, the Veterans Benefits Act of 2003. H.R. 2297 authorizing a new procurement program that will boost federal contract opportunities for service-disabled veteran-owned small businesses. Federal contract dollars to service-disabled veterans increased from \$298 million in fiscal year 2002 to \$510 million in FY 2003. The regulations issued will help to ensure that Americans who served in the United States Armed Forces will continue to have fair and open access to contracting opportunities.

This legislation amended sections of the Code of Federal Regulations, adding provisions that allow contracting officers to restrict contract awards to service-disabled, veteran-owned small businesses when there is a reasonable expectation that two or more service-disabled veteran-owned, small businesses will submit bids at a fair market price. It also allows awards of sole-source contracts to service-disabled veteran-owned small businesses when there is not a reasonable expectation that two or more service-disabled veteran-owned firms will submit bids and the anticipated contract price does not exceed \$3 million, with the exception of manufacturing contracts where the contracting threshold is \$5 million.

Service-disabled veteran-owned small businesses are eligible for sole source contracts and restricted competitions. All contracts valued at \$100,000 or more include a clause, which requires the prime contractor to provide the maximum practicable opportunity to service-disabled veteran-owned small businesses to compete for subcontracts. "For service-disabled veterans who own or want to start a small business, this new law requires federal agencies and departments to give special consideration during federal contracting and procurement. In 2002, service-disabled veteran-owned firms received only 0.13% in federal contracts, even though there is a 3% statutory goal," said House Veterans Affairs Committee Chairman Chris Smith. The 3% contract goal for federal agencies applies only to service-disabled veteran-owned businesses. "In addition, veterans, disabled veterans, and their dependents will now be able to use their veteran's educational benefits to cover



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self-employment training and entrepreneurship courses," he said.

What does this mean? There is a 3% Federal prime contract and 3% subcontracting goal for all Federal agencies to achieve that applies to service-disabled veteran-owned small businesses. The 3% contract goal for Federal agencies applies only to service-disabled veteran-owned businesses.

State Preferences - A National Map and Information

To learn about current state preferences for:

- Disabled Veteran Business Enterprises (DVBE's)
- Service-Disabled Veteran-Owned (SDVO's)
- Veteran-Owned Businesses (VOB's)

visit the National Veteran-Owned Business Association (NaVOBA) State Tracker Map at:
<http://www.navoba.com/statetracker.aspx>

Example of State Preferences - California

Each state and local governments have their specific bid preferences that pertain to Small businesses and Veterans. For example, State of California Government Buyers only have to obtain one quote for contracts under \$5000.00 if that bid is furnished by a Small Business or Disabled Veteran Business Enterprise (DVBE) (California Government Code 14838.5c). California law (AB 1084) provides a mandatory 5% bid preference to certified California small business companies. Effective October 9, 2007, California law (SB 115) provides a 1%–5% stackable bid incentive to certified California Disabled Veteran Business Enterprise (DVBE) companies. Some of these bid opportunities will not contain a maximum incentive cap. California Code of Regulations, Title 2, Subchapter 1896.6, allows a non-small business to claim a 5% small business bid preference if they commit to subcontract at least 25% of the net bid price with a certified California small business. This allows large, prime contractors, not necessarily California-based, to compete for State of California contracts as if they are a certified California small business. In California, DVBE's are the only group that receives targeted opportunities.

Proposition 209, passed by California voters in 1996, ended all preferential public contracting incentives for individuals or groups on the basis of race, sex, color, ethnicity or national origin.



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As a result, service-disabled veterans are the only group that currently receives targeted opportunities for California's billions of dollars in annual contract awards.

Example of Public Utilities and Commercial Diversification Programs

Many Large and Mid-size companies focus on Veteran owned small businesses. For example, California Public Utilities Code 8282 requires Commission-regulated gas, electric, water, and telephone utilities, and their regulated subsidiaries and affiliates, with gross annual revenues exceeding \$25 million, to submit annual verifiable plans for increasing procurement from certified Disabled Veteran Business Enterprise (DVBE) companies. General Order (GO) 156 requires each utility to establish goals for utility purchases of services, goods, and fuel as a percentage of the approximately \$13 billion annual total procurement for DVBEs. The current goal is 1.5 percent, which would yield approximately \$200 million for DVBE enterprises.

Why chose Vet-Biz in a box?

The reasons for document imaging and management are too numerous to list. Everything from efficiency to disaster recovery makes document imaging a necessary technology for all companies.

Some of the compelling events that are driving Document Management as an industry:

- Disaster recovery and security – Katrina, September 11, 2001, Fires, Theft, etc.
- Federal legislation
 - HIPAA
 - Sarbanes Oxley
 - Internal Revenue Service
 - 2009 \$787 Billion Stimulus Package
 - United States Healthcare Reform
 - Etc
- Customer Services – competition and new business development programs
- Reducing costs and improving efficiencies

Vet-Biz in a box gives interested Veterans the opportunity to start their own business. Some of the key advantages of **Vet-Biz in a box** are:



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- Low initial investment
- **Vet-Biz in a box** takes nearly all of the technical expertise out of providing these services. Now any Veteran can take part in this fast growing technology sector
- Exceptional Sales, Marketing, and Technical training & support.
- Turn-key operation: Contracts, marketing materials, Web tools, etc.
- The majority of the revenue is kept by the Veteran - subject to your direct results and efforts.
- Unique business model: the small to medium size business market are very hungry for these services. As the market stands now, no one is addressing their needs Get started now and get a jump on the competition!

Vet-Biz in a box

Vet-Biz in a box, distributed by Stay Safe Scan and Storage, Inc., is powered by iScan Services, Inc.'s SimpleDOX Small Business (SB) document management software system. This version is a designed specifically for **Vet-Biz in a box** participants who are interested in running a small service bureau operation.

As its name indicates, it's easy to learn and simple to work with. The system creates an electronic filing cabinet and provides the tools to scan paper document and import electronic files. A powerful search engine allows the user to retrieve, view, print, fax, and email the documents. The system provides the user with the ability to access their information resources through the Internet, and scales up from a single user to hundreds of users over local area networks. It also offers archival features that meet federal and state rules of electronic record keeping access and security.

Program description and what is included

Vet-Biz in a box was designed to enable those entrepreneurial Veterans and their spouses to start their own Service Bureau business. A Service Bureau's primary function is high volume document conversion done in professional document management settings, and therefore it is sold at a premium rate. **Vet-Biz in a box** offers a turn-key solution that provides all the tools needed to operate a successful business. By enrolling in this program, you will get the following:

1. A copy of SimpleDOX SB to process your client's documents.
2. Software Technical Support included in the First Year License Fee.
3. Necessary Hardware and Hardware Maintenance Support (Next Day Service for the First Year. Subsequent year's hardware maintenance is optional.)



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4. ½ day of sales training. Conducted at the Stay Safe Scan and Storage, Inc's Sacramento, CA training center, you will learn from the experts how to sell document scanning and conversion services.
5. ½ day of technical training. During this training session you will learn how to use SimpleDOX SB and tricks of the trade of scanning and conversion.
6. A resource CD that contains all the operational forms, service contracts, legal notices, etc that you will need to run your business. This resource CD in itself is worth thousands of dollars.
7. On-Going Marketing and User phone support available on a Time and Material Basis.

The Fee Schedule

<p>Software License: SimpleDOX Small Business. One copy of a service bureau enhanced version of SimpleDOX SB; ConvertDOX, and the stand-alone ViewDOX CD Viewer for the Licensee to use in his own service bureau operation. Additional User Seats are available</p>
<p>Technical Support: This service covers the cost of training, resource CD package, and the first year technical support</p>
<p>Hardware: Fully Configured, operational Workstation / Server, High resolution Monitor and one TWAIN compatible Scanner. First Year Hardware Support (Next Day Service is included. Subsequent year's hardware support services is optional available.)</p>
<p>Sales Training: ½ Day Sales Training – Sacramento, CA</p>
<p>Technical Training: ½ Day Technical Training – Sacramento, CA</p>
<p>Assorted Resources: SimpleDOX SB Resource CD</p>
<p>Total Fee: \$24,995.00 Plus Usage Fee</p>



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Usage Fee Schedule

Purchase Image Blocks by Volume

Program	Process Volume In "Image Block"	Fee Per Image
SimpleDOX Small Business Software	100,000	\$0.01
	250,000	\$0.0075
	500,000	\$0.0050
	1,000,000 +	\$0.0035

Optional Annual Support Renewal Fee – At conclusion of First Year Anniversary Date

Program	OPTIONAL Annual Support Renewal Fee
SimpleDOX Small Business Software	18% of software retail cost

ROI Projections

Invested Capital- not including Usage fees \$24,995.00

Estimated Gross revenue Per Box per Day \$220

Average # of Boxes Processed	Gross Per Day	Gross Per Week	Gross Per Month	Break Even in Months
2	\$440	\$2,200	\$8,800	2.84
3	\$660	\$3,300	\$13,200	1.89
4	\$880	\$4,400	\$17,600	1.42
5	\$1,100	\$5,500	\$22,000	1.14
6	\$1,320	\$6,600	\$26,400	0.95



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Financing Options

Stay Safe Solutions has several financing options available for **Vet-Biz in a box** licensees. One example is specifically designed for Service-Disabled Veterans. As part of the Veterans Administration Vocational Rehabilitation programs - Chapter 31, it allows veterans to be re-trained through additional schooling, job training or self-employment programs. As part of the self-employment programs, Regional VA offices have the ability to provide grants and funding up to \$25,000 for equipment and software, similar to **Vet-Biz in a box**. Stay Safe Solutions can offer additional information upon request.

Additional sources of funding can be secured through commercial financing companies. Stay Safe Solutions has designated lending partners specifically for **Vet-Biz in a box** licensees. Additional information can be furnished upon request.

For More Information

Stay Safe Scan and Storage, Inc.
3941 Park Drive, Suite 20 #297
El Dorado Hills, CA 95762-4549
1-888-782-7233 x113

www.StaySafeSolutions.com/scan

or

www.StaySafeSolutions.com/Vet-bizinabox

Joe Humphrey
1-888-782-7233 x1132
joe@staysafesolutions.com

or

Jeff Tewksbury
1-888-782-7233 x1133
jeff@staysafesolutions.com