



Printing & document management services

First impressions are lasting. Critical business documents, informational reports and marketing materials present an opportunity to make a strong impact on your clients and customers. In today's competitive environment, professionally produced communications can make all the difference.

CGI's Document Management Services combine state-of-the-art, secure technology capabilities with industry expertise to provide a tailored approach to clients' unique printing and document needs. From documents that require high levels of security such as passports, photo radar tickets and checks to credit card statements and financial reports and everything in between – CGI understands that the future lies in communicating via multiple distribution channels, & we work with clients to produce effective print and electronic materials.

Round-the-clock access, dedicated project consultants, and an advanced printing and distribution infrastructure mean you get what you need, when and where you need it.

Personalized solutions to meet your business challenges

When it comes to document management, some clients are looking to improve quality. Others are interested in reducing costs. Many are looking for both. Regardless of the motivation, when clients engage CGI, they gain firsthand access to a team of specialized professionals to develop the right solution for their unique needs.

At CGI, we work to understand your needs upfront so that we can provide the best solution from our wide range of offerings – from graphic design to physical material distribution to electronic document delivery.

Global expertise and leadership

With nine production centers located in the U.S., Canada and the U.K., CGI's global delivery model includes round-the-clock access so that you receive what you need, when and where you need it.

Recognized as a leader in the industry, CGI's document lifecycle expertise is evidenced by our certifications, which include ISO 9001, SAS 70, CICA 5970, FSC (Forest Stewardship Council of Canada) and Sarbanes-Oxley compliance.

CGI's track record of quality delivery is confirmed by our client satisfaction score – 9/10 based on 2,500 signed client assessments.

Savings you can count on

When clients partner with CGI for document management, they eliminate large capital investments in equipment or software and staff training expenses. Without the need to support a costly – and often inefficient – infrastructure, operating costs and financial risks are dramatically decreased.

OUR OFFERINGS

Professional Services

- Document design
- Document reengineering
- Electronic forms creation
- Application development and maintenance
- Document management and archiving
- Production management

Production Services

- Data processing
- Mail management
- Manual assembly
- Inventory management
- Recovery plan

Conversion Services

- Scanning and indexing
- PDF files
- CD/DVD recording
- Web enablement
- Hard copy to digital format

Printing Services

- Digital black, highlight and full color
- Wide format
- Check printing
- Print-on-demand
- Relationship marketing

Design Services

- Graphic design
- Image manipulation
- Image personalization
- Multi-channel: hard-copies, Web, e-mails
- Data analysis
- Document creation

Distribution Services

- Intelligent inserting
- Postal pre-sorting
- Assembly and finishing
- Delivery services
- Address management



Experience the commitment®



At CGI, we are in the business of satisfying clients by helping them succeed.

Since our founding in 1976, we have operated upon the principles of sharing in clients' challenges and delivering quality services to address them. As a leading IT and business process services provider, CGI has a strong base of professionals operating in more than 40 countries, giving us the competitive advantage of close proximity to our clients.

Through these offices, we offer local partnerships and a balanced blend of global delivery options to ensure clients receive the optimal combination of value and expertise required for their success. We define success by helping our clients achieve superior performance and gain competitive advantage.

CGI offers a comprehensive portfolio of services including high-end business and IT consulting, systems integration, application development and maintenance, infrastructure management as well as a wide range of IP-based solutions.