

doc2e-file

It's all about access!



- Document Imaging
- Electronic File Management Software / Hardware
- Electronic Records Management Consulting

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The need to effectively, efficiently and securely manage corporate information and to provide universal access is becoming more and more critical to business success. Helping to streamline document workflow, improve operational efficiencies and comply with new industry regulations, Doc2e-file provides document imaging, data conversion services and electronic records management solutions.

Headquartered in the Houston area, our mission is to provide clients with nationwide, affordable access to critical business data and documentation. Whether you require an extensive document management and imaging system, need files imaged for an existing system or require a simple electronic document library, Doc2e-file is the solution.

Safeguard your documents and records and secure the future of your business.

In an age of e-business and instant information demands, keeping your business healthy and competitive requires access and organization. Doc2e-file will allow you to retrieve your records quickly and accurately, making them print, fax and e-mail ready while freeing valuable storage space and employee time.

The Doc2e-file Process



Document Selection and Preparation

We begin with a thorough inventory process of the documents we receive from our clients, maintaining strict privacy and accountability of all records in our possession throughout the conversion process. Your account representative personally prepares and organizes your records for processing.



Document Scanning

Whether it's paper documents, including large format in black and white or color, microfilm or microfiche, we have state-of-the-art scanners to convert your records into digital images.

Full Visual Quality Control

Doc2e-file performs quality control checks throughout the conversion process, comparing every scan to the original document to ensure there is no decline in quality. If the scanned image isn't as clear as the original, our quality control inspectors will rescan the image to the highest attainable quality.



What is document imaging?

Doc2e-file electronic document imaging is the process of scanning hardcopy documents, drawings or diagrams, 16mm or 35mm microfilm or jacketed / standard microfiche and converting them into electronic images. The images are indexed for electronic storage and viewing.

About Doc2e-file

Established in 2000, Doc2e-file is your source for file management software / hardware solutions, document and data capture, professional integration and system and design consulting. Your guarantee for successful electronic records management! Certified by the Woman's Business Enterprise National Council and the Houston Women's Business Council, Doc2e-file is an established solutions and service provider to all industries. Designated a Historically Underutilized Business (HUB) and Qualified Information System Vendor (QISV), Doc2e-file utilizes the latest technology surrounding data input, scanning, digital storage, data retrieval and delivery. We deliver backfile conversion services and continuous outsource scanning with a focus on providing the highest quality outcome.

Services

Our services include, but are not limited to:

- Conversion Services
- Electronic Records Management Software / Hardware
- Disaster Recovery for Damaged Records
- Professional Services – Affordable Solutions and Integrations

Benefits

Our customized document conversion solutions provide substantial and identifiable benefits. Some of these benefits include:

- Greater access to information
- Improved customer service
- Regulatory compliance
- Increased security
- Business continuation in the event of a disaster
- Increased storage space
- Archiving potential
- Reduced processing costs

Key Applications

- Abstract and Title Records
- Accounts Payable
- Architectural Drawings/ Documentation
- Client Files
- Contracts
- Education
- Financial Services
- Healthcare for Providers/ Insurers
- Human Resources
- Insurance
- Legal Records
- Manufacturing and Engineering
- Mortgage and Financial Records
- Proof of Delivery/ Trucking Records
- Safety Records

Value Added Services

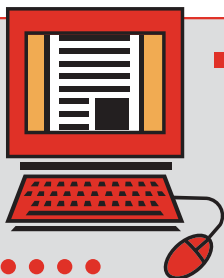
In addition, we tailor our document conversion systems and solutions individually for every client and can provide these additional value-added services:

- Imaging System and Network Support
- Work Flow Design
- Document Capture Process Design
- Quality Control Process Design
- Data Conversion Services
- Data Import Services
- Custom Programming and Linking



Double Blind Key Data Entry

We use a double blind key data entry practice for your coding and indexing requirements to ensure accuracy. Each index field is typed once and then retyped by an additional operator, who is notified by the software if there is a discrepancy, therefore eliminating errors and typos.

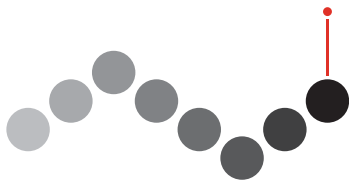


The Final Product

Images and database are formatted for import to your imaging software. Deliverables may be received on the media of your choice.



For more information about Doc2e-file, please contact us at 713.920.2711, or visit our Web site at www.doc2e-file.com.



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