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# *ECOPRO, Inc.*

## *Document imaging*

### IMAGINE ALL YOUR DOCUMENTS ARE JUST A CLICK AWAY

ECOPRO provides content processing services that capture and organize corporate information trapped in hard copy printouts and in computer files.

ECOPRO is assisting companies to create efficient document management & retrieval systems. Our services are focused on content processing including document imaging, naming, OCR-keyword indexing, meta-data entry, business forms processing and integrating scanned documents into business applications for easy context-based retrieval.

We offer on-site document scanning and off-site data entry logistics, ensuring cost benefits and high quality service. Our team has extensive IT and Business Process automation knowledge and implements integrated Enterprise Content Management (ECM) systems.



## Find it when you need it!

### OUR SERVICES

- Document Scanning
- OCR, Metadata entry, Indexing
- Business Forms Processing
- Voice & Video Transcriptions
- E-Publishing
- Content Integration
- DMS/ECM Implementation
- Imaging Product Sales & Rental

### BENEFITS

- Reduce operating cost
- Reduce storage space
- Improve speed of information access
- More responsive customer service
- Search and delete unwanted documents
- Reduce document duplication
- Automate work flow & business process
- Enables compliance & control
- Disaster recovery & business continuity
- Re-purpose human resources



If Mother Nature and Uncle SAM aren't reminding you enough, consider document imaging to save time and money... some stress too...

Low-cost digital storage and broadband access makes on-line document storage & retrieval an easy choice.

## Our Services with your business in mind

If your business process involves data-entry intensive document processing or preserving documents for legal and compliance purposes, we can help you to significantly reduce document processing and storage issues and the labor cost associated with data entry.

Our value offering aims at improving your productivity by letting you focus on core competency and eliminating the time spent on document filing, retrieving, data entry etc.

Our services help enterprises unify their efforts involved in managing contents for Sarbanes-Oxley, IRS, SEC, HIPAA and in complying with other document retention policies.

We provide an array of value-added services to analyze data and hyper-link documents to business applications. We bring a full depth of technology understanding and capabilities to build cutting edge cost-effective ECM solutions. We work within your environment allowing you to choose your own hardware and applications.

Our services are ensured to reduce our client's current operating cost through streamlined on-site scanning logistic and off-shore data entry service with quick turnaround time and high quality deliverables. We can quickly process thousands or even millions of pages, complete with scanning, indexing and organizing them in DMS / ECM databases. We handle text documents, database-oriented business forms, and large-format engineering drawings.

While we serve most industries, we offer additional services for Financial, Legal, Accounting and Healthcare companies. We offer back-office financial data processing, decision making support services, loan document processing, insurance claims processing, payment remittance & receipts processing.



It is easy to engage our services. We provide free on-site consulting, assistance to scope and budget projects, free trials, no setup fee and no binding long-term contracts.

We keep in mind that providing the best value to our clients is the best way to keep them as our loyal customers. World-class quality and on-time delivery are an integral part of our services helping our clients' growth and profitability.

## ECOPRO's Industry Specific Vertical Solutions

- Mortgage loan document processing
- Mail-in check payment processing
- Bank loan application processing
- Insurance claims form processing
- Credit card application processing
- Coupons & mail-in-rebate processing
- Magazines subscription processing
- Customer sign-in applications & agreement processing
- Warranty card & product registration
- Medical Records & DICOM imaging
- Legal – Case file creation



Imagine teleporting paper through network pipes..... no wasted time searching for your documents..... no more walking up to the file cabinet area which now encroaching your corner office.....


**How do you make document storage decisions and manage your enterprise contents?**

**Please call for a free on-site Consultation and Quote**

*ECOPRO for Economically and Logically Processing Enterprise Contents*

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