

## OUTSOURCING TECHNICAL SHEET

### DATA, DATABASE ENTRY Services

According to the initial content of the document : printed out or classic handwritten, ancient, technical, etc.

- Coupon, directory or listing entry
- Birth certificate archive entry
- Questionnaires and forms entry
- Processing bill/invoices or accounting document and **any database entry services**.

### ONLINE DATA PROCESSING Services

- Online data recovery
- Integration of data from physical or external electronic support
- Intra-server or server-server data processing
- back-office Internet...

### VIRTUAL DEDICATED ASSISTANT(S)

- Post allocation for any online/offline IT processing project
- Implementation of a dedicated team for chat or sms entertainment or moderation...

### TEXT PROCESSING Services: ENTRY/OCR/TAGGING

According to your needs : texts with or without enhancements, marked or structured (SGML, XML...)

- Documents (books, novels, dictionaries, encyclopedias...) processing
- Acquisition of document contents
- OCR processing
- Signs and mathematical or chemical formulas and other support data entry

### TRANSCRIPTION Services

According to your own style and dictation method,

- Audio/video transcription of conferences, meetings, general assembly, board administration, congress
- Audio/video transcription of patent translation (English to French or French to English or other)
- Audio/video transcription of translations, expertise
- Fax, letters, verbal notes, memos, dictated letters transcription
- Audio/video transcription of surveys, games and competitions
- Legal files and **any French to English or vice versa audio/video transcription**

### EDITORIAL WORKS

Production of literary or unique marketing texts in term of your specifications and contributing to your objectives.

### IMAGE PROCESSING / PHOTO OPTIMIZATION Services

Use of specific softwares to optimize your photos and images.

- Sorting, labeling images...
- Images cleaning, clipping
- Shaping images
- Aesthetic optimization (color balance, contrast, brightness...)...

## OVERVIEW OF PROCEDURE FOR PROCESSING YOUR PROJECT

- Initial contact. Defining and studying of your needs. Defining of the process for dealing with your data.
- Developing processing tools. Processing of the first file for pre-delivery validation.
- Usually after scanning, double entry processing or OCR + reading processing. Validating records according to HEXAVIA or CEDEXA or other. Comparing + correcting. Controlling according to the NF X 06-022 standards. Finalizing + delivering.

## OUR COMMITMENTS

- Your quote within 48 hours. Free trial.
- Minimizing delivery time (live processing formula, 24/7).
- A project manager dedicated to your project = your interlocutor.
- A pre-delivery to validate before real production.
- Compliance with the specifications and the processing steps.
- Security and confidentiality of your data. Systematic archiving of delivered files for at least a year.