

DDC Scanning & Data Solutions



- 1 DDC strategically manages the life cycle of documents and maximises their information content by capturing and transforming the information into accessible, usable, profitable data.
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Transform your records experience...

DDC is a world leader in document scanning and data capture - that is the process of turning paper and records into searchable, usable data. We operate secure, purpose-built facilities on-shore and off-shore to provide our clients with the best and most cost-effective solutions for document scanning, data processing, conversion and data storage. We can help you convert your paper-based records and legacy data into clearly indexed, searchable and easily-retrievable data. Whether you use our custom-built database solutions - or you want to populate your existing database - DDC can help you transform the way in which you, your employees and your clients access data

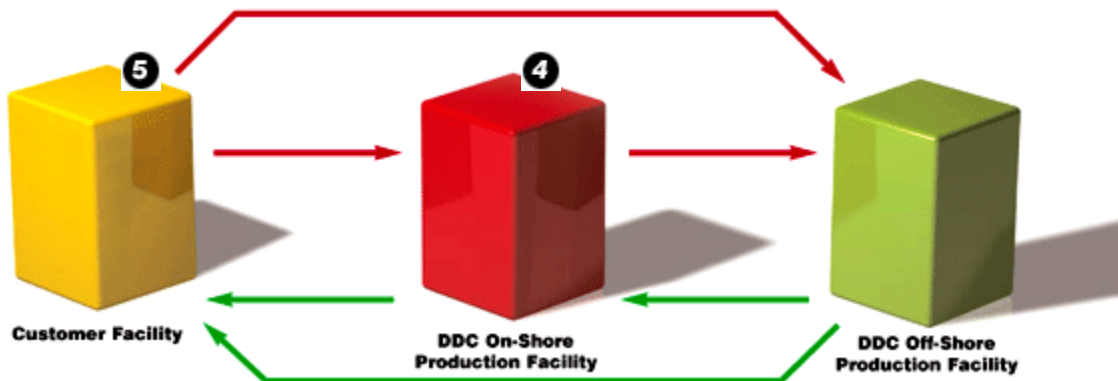
The Customer ships, mails or transmits the original documents or document images that are to be processed directly to the Off-Shore Production Facility or to the On-Shore Production Facility for further processing. These can be sent in a variety of ways:

- DDC receives mail at local PO Box
- Paper documents are shipped
- Electronic images are transmitted
- Micro film/fiche is shipped or scanned

The original documents are received at our On-Shore Facility for opening, extraction, sorting, and/or scanning. Scanned images or documents are then forwarded to the Off-Shore Production Facility for processing, or indexed and returned to the Customer for subsequent storage and retrieval.

At our Production Facilities the original documents or images go through a secure and carefully controlled process in which:

- The data is processed and sent back to the Customer
- The original documents are either stored, destroyed or sent back to the Customer
- Document images are sent to the Customer for subsequent storage/retrieval.



The Customer receives both original documents (if requested), images and processed data.

If the original documents are returned to the DDC On-Shore Production Facility, they are logged again and returned to the Customer, or destroyed according to the Customer's requirements.

Clients who wish to have their documents digitised for storage/retrieval have the convenience of one company handling all aspects of this process for them securely, efficiently and economically. Transform your records experience...

Benefit from our on-shore management & off-shore production capabilities:

- Instant data access
- Speed up business processes
- Improve access to information
- Capture valuable data from documents
- Reduce storage costs



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