

Evaluate.....



Why Q Doxs...

What you see

- ✓ Direct Labor Costs
- ✓ Equipment
- ✓ Space

What you don 't see

- ✓ Management Supervision
- ✓ Consumables
- ✓ Development
- ✓ Recruiting
- ✓ Training
- ✓ Costs outside their department
- ✓ Attrition rates
- ✓ Software costs
- ✓ Maintenance costs
- ✓ Insurance costs
- ✓ Liability exposure
- ✓ Actual throughput rates

Scanning Services

- ◆ Document Preparation
- ◆ High Speed Scanning of Documents, Drawings, Microfilm, Microfiche
- ◆ Indexing and Quality Control Services
- ◆ Output and CD/DVD Media with Image Retrieval Software
- ◆ Hosting of Images for Remote Web Access

Microfilming Services

- ◆ Document Preparation
- ◆ 16mm and 35mm microfilm
- ◆ Microfilm Processing and Duplication

Records Management Services

- ◆ Document Destruction
- ◆ Process Development

Competitive Advantages

- * Expertise in assessing the document landscape
- * Use of the latest technology tools
- * Key relationships to deliver end to end solutions
- * Customized procedures specific software solutions
- * Deliver integrated hosting solutions and storage

Superior Quality

- * Your data is captured with 99.5% accuracy
- * Testing is performed before beginning production
- * Quality consistency with validation tables, selection menus and lists,
- * Optical Character Recognition
- * Quality assurance program is designed for each project, including random sample checking.
- * Employees constantly receive job specific and general training to achieve high accuracy and high production.

Project Monitoring

- * Each project has a web based project management database, to allow monitoring from your office.

SAS 70 Security Compliant ASP Site

- * Strictly controls access to your data.
- * We can use secure encryption techniques for data transfer.

On-time Delivery

- * We can process data as quickly as a customer requires.
- * We process thousands of images per day and can easily expand staff or shifts to meet the critical job deadlines

Call Allison Cunningham

For more information

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ORGANIZE, ARCHIVE, AND PROTECT YOUR INFORMATION



Why do you need a Document Management Strategy?

Paper documents still comprise the vast majority of document types used in business communication. While it is true that paper storage as a percentage has decreased, the actual volume of paper used in the corporate environment continues to grow. **Electronic Document** technology has shifted the creation of **paper documents** to a variety of electronic record types. Compliance is driving the boardroom to quickly get control of how all these record types are identified, managed, and eventually destroyed using a consistent and auditable process.

But where does one start? Paper may have been kept since the beginning of the corporate existence and the idea of **document imaging** and converting millions of pages is far too costly. Email is the new "Pandora's box" since it has been identified as a legitimate form of business record. Corporate employees generate and delete emails at will with no regard to this communication being a business record. All other types of **electronic content** are created, modified and kept in so many locations and versions due to collaborative tools that it may be impossible to manage effectively.

We CAN help.
Call today for a free consultation.
(562)435-2769 Ext. 109



Document Management Services



Document Scanning and Capture



Document Hosting



Software Integration



Hardware Consulting Services



Radio Frequency Tracking



Print, Mail & Fulfillment Services



Record Management Services



Data Backup & Protection Software

Q Doxs combines document management expertise, comprehensive imaging services, quality document control, and top level document security, to offer the best document conversion solution for any type of business environment. Headquartered in Long Beach, California with our document imaging facility out of Brea, California Q Doxs can help organizations make better decisions by converting the documents that drive their business. Q Doxs' solutions allow customers to automate and streamline their business processes, and provide the full spectrum of connectivity needed to simplify their critical and everyday decision making.