

## Document Management Services

Eliminate costly, inefficient non-core business functions — convert from a paper-intensive environment to streamlined digital information management.

Once upon a time, the term “paper trail” meant a useful way to track information. But in today’s data-driven marketplace, myriad documents containing diverse information from multiple sources can leave a trail that’s seemingly endless — and difficult to navigate.

For businesses, document management poses a number of challenges, including:

- Distraction from core business functions
- High costs in materials, time, and personnel for storing and handling documents
- Delays resulting from lost or misfiled paper documents
- High expense per image for conversion of paper documents to digital formats
- Data errors resulting from inaccuracy of imaging processes
- Inconsistency in quality of images and data originating in disparate imaging centers
- Timeliness of image processing and accessibility to information
- Assurance of compliance with Sarbanes-Oxley requirements

Dell Services has the solution: a complete front-end process for converting paper documents into manageable, accessible digital data. It includes:

- Receipt of paper documents
- Sorting, preparation, scanning, and optical character recognition (OCR)
- Data entry
- Vertexing for error correction
- Transmission of digital data

Choose the services option that’s right for your business.

- Bundled front-end services including mailroom, imaging, data entry, and image retrieval
- Custom-priced standalone services:
  - » Mailroom and scanning
  - » Data entry and vertexing
  - » Mailroom, scanning, and indexing
  - » Image storage and retrieval

Streamline your document management processes.

- Focus on your core business
- Reduce the cost per image
- Obtain greater accuracy and reliability
- Dramatically shorten time to access information

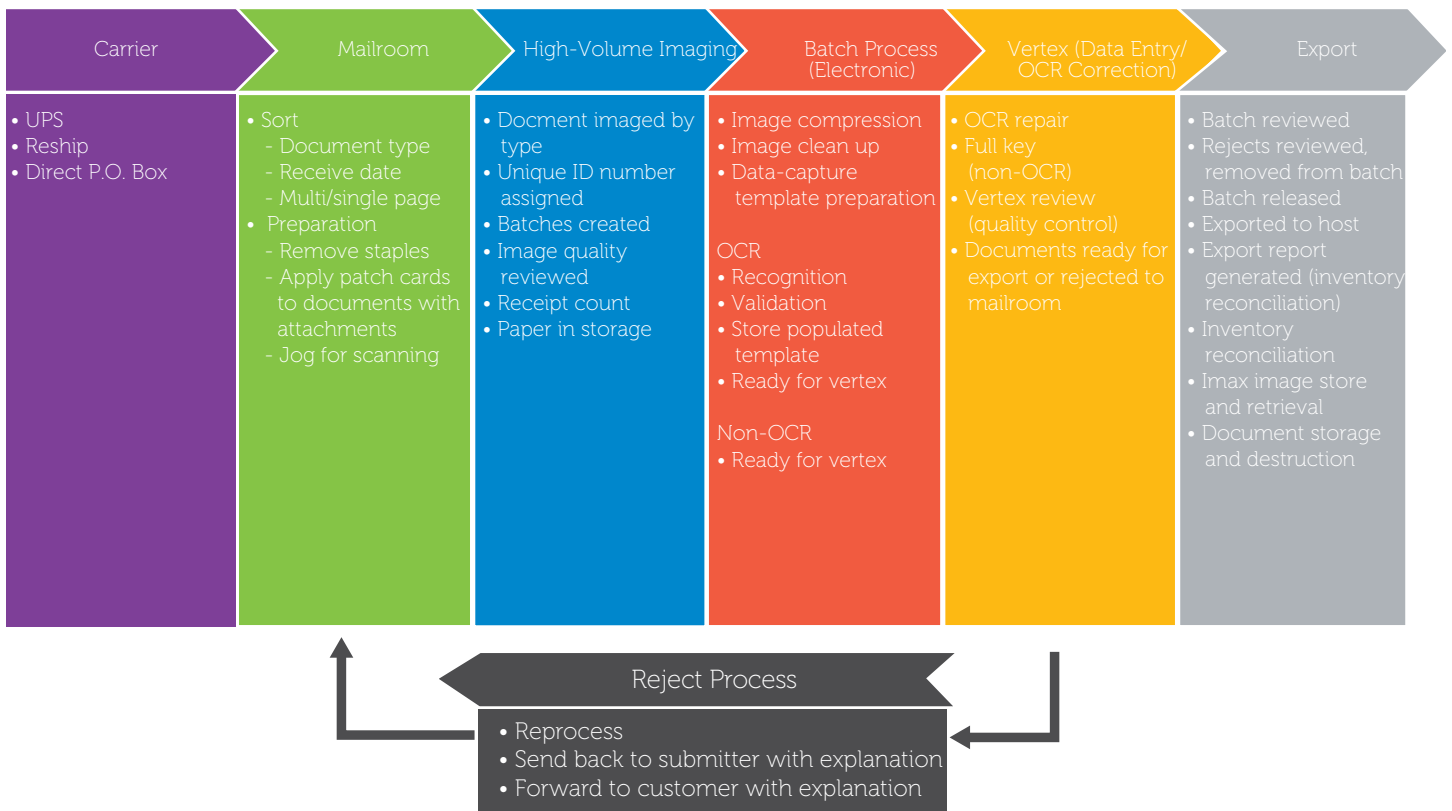
Dell Services Business Process Solutions can help you achieve measurable results through:

- F&A Process Assessments
- F&A Process Outsourcing
- Order-to-Cash Processing
- Procure-to-Pay Processing
- Imaging and Mailroom Operations
- On- and Offshore Transaction Processing Capabilities

Dell Services can help you transform inefficient, non-core document management functions by converting your existing “paper trail” into easily manageable, readily accessible digital information. You’ll enjoy greater accuracy and reliability of data, plus cost savings that can be redirected into business-building core competencies.

Dell Services Global Delivery Centers perform document preparation and scanning for customers in a number of industries. We use high-speed imaging technology that includes automated multi-feed detection, automated color dropout, and automated duplex processing. And we continually fine-tune our OCR (optical character recognition) technology for the best possible read and accuracy rates.

We maintain Global Delivery Centers worldwide with full redundancy for mailroom and imaging operations. In addition, we process millions of transactions annually, inclusive of EDI transactions.



For more information about any of our service offerings, please contact your Dell representative or visit [dell.com/services](http://dell.com/services).