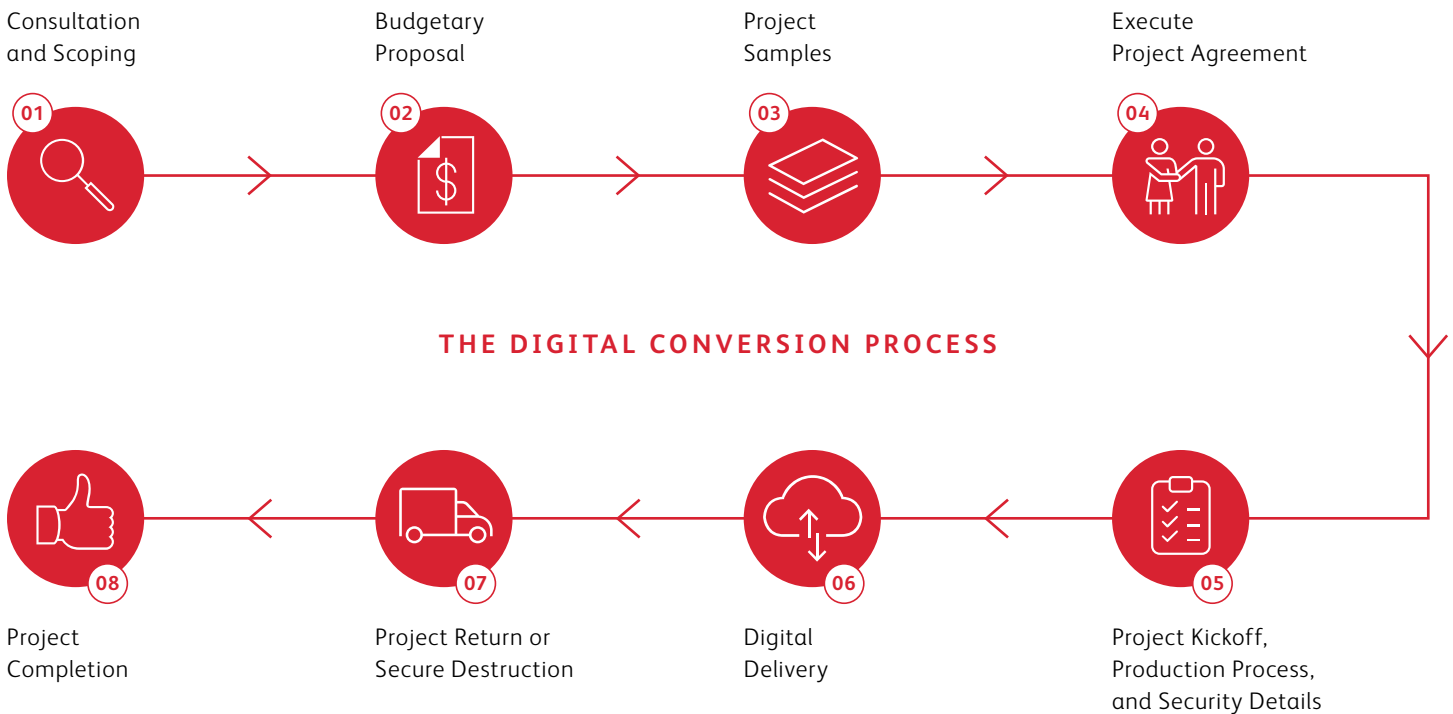


The Digital Conversion Process

Helping You Drive Digital Transformation and Scale Your Business



THE STEPS TO YOUR ORGANIZATION'S DIGITAL TRANSFORMATION

1. Consultation and Scoping

- One of our imaging experts will meet with you to gather expectations and project goals. The quantity and condition of all original documents will be thoroughly examined before budgetary planning begins.
- Basic project instructions and indexing requirements will be outlined.

2. Budgetary Proposal

- After a visual inspection, a written proposal will be provided. Options for budgeted monthly billing or one-time project costs are available.

3. Project Samples

- Quality samples of the project will be provided for your approval prior to executing a project agreement and beginning work in production.

4. Execute Project Agreement

- Both sides sign off on established project deadlines and the expected project effort.
- The files are boxed up by the client or the Xerox team (depending on the agreement).
- The project can be completed on-site or off-site. If it is off-site, the project pick-up date will be established.

5. Project Kickoff, Production Process, and Security Details

- For off-site projects, our personnel will pick up and transport boxes directly to the imaging center.
- For on-site projects, we will hire personnel and stand-up the process based on your needs.
- A strict chain of custody is always kept with client files.
- Production employees are all screened with extensive background checks.
- The production floor is under surveillance 24/7.

- Progress tracking is logged for each project task.
- Industry-leading scanners and experienced technicians provide quality control.
- In-progress file retrieval will be provided upon request within 4-6 business hours.

6. Digital Delivery

- The finished job is checked again for quality and delivered via an encrypted external drive, secure FTP upload, or directly imported into a content management database.

7. Project Return or Secure Destruction

- All original files are returned upon file completion.
- If destruction has been selected, we will wait 60 days post-delivery to shred the original documents. You will receive an affidavit of destruction.

8. Project Completion

- You will receive itemized billing as per the original agreement. Billing may be completed in one invoice or spread across several months, depending on the project size.

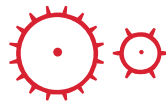
START USING INFORMATION MORE EFFECTIVELY WITH XEROX® CAPTURE & CONTENT SERVICES

XEROX® CAPTURE & CONTENT SERVICES IS A PACKAGE OF CAPABILITIES
DESIGNED TO HELP ANY ORGANIZATION USE INFORMATION MORE EFFECTIVELY.



Security and Quality Control

- Chain of Custody Controls
- Pick-up and Delivery by Insured Vehicle and Personnel
- Secure Authenticated Shredding
- In-progress File Retrieval
- Scheduled Progress Updates
- Image and Indexing Quality Controls



Conversion Capabilities

- Paper to Digital
- Wide Format to Digital
- Bound Books to Digital
- Microfilm to Digital
- Negatives to Digital
- Microfiche and Aperture Cards
- Litigation Discovery



Content Management

- Customized Document
- Management Platform
- Systems Integration
- On-site Technical Support
- Automated Workflows
- Data Migration
- Form Recognition

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