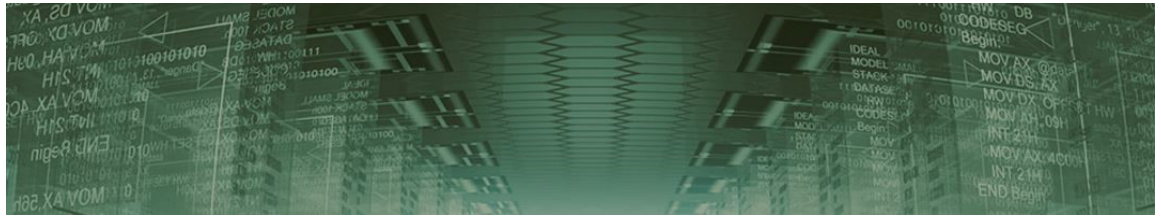


mission | critical



BUREAU SCANNING SERVICE

Since 1995 Mission Critical has consistently been at the forefront of the imaging industry. One of our main areas of expertise has always been Document and Data Capture. We provide a complete, fast and efficient bureau service.



DATA CAPTURE

Document scanning, simply defined as it is, is the process used to capture information contained on a piece of paper presented as a digital image.

Data Capture can be a costly business in terms of resource, preparation time, quality control and indexing of documents. Why not consider outsourcing your document scanning requirements, leave us to capture your vital business records and leave your staff to concentrate on their main tasks.



TECHNOLOGY

Mission Critical has invested in technology and infrastructure to bring the highest quality bureau services and facilities to our clients.



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REQUIREMENTS

In order to establish your requirements our first step is to undertake a consultancy visit where we will discuss the following:

- Document format/Size
- Indexing
- OCR/ICR
- Output Format
- Delivery
- Confidential Storage
- Confidential Destruction

We are then able to advise you of the best solution to meet these requirements.



THE PROCESS

Your files, documents reports etc. are collected, prepared, indexed and converted to permanent and legally exact "Image files", through the use of high speed scanners.

We guarantee accurate and clear copies of your original documents in the format you require.

Our service allows you to have your documents, files, and computer output etc. confidentially converted to permanent digital files, in a controlled bureau environment.



SELECT MEDIA FORMAT

We return the indexed images on your choice of media for example; either CD-ROM, Optical Disk, Magnetic Disk/Tape or internet access via our FTP Servers.



DOCUMENT/CONTENT MANAGEMENT

Document and data capture transforms your mission-critical data into e-business ready content. This means that your data is online and ready to access via your chosen document/content manager.