

Automate or Eliminate Data Entry

With the advent of digital photography and photo management systems, the need to process order envelopes quickly, accurately and cost effectively has grown. 4 Our Group now offers two exciting solutions for handling this concern.

Automate Data Entry

- **Scan Order Envelopes**
- **Use OCR Software to extract data from handwritten, check box or bar coded fields**
- **Validate order information**

Advantages

- **Reduces time and cost**
- **A 50% labor reduction**
- **Improves accuracy**
- **Maintains a digital copy of all order forms**
- **Reclaims warehouse space**
- **Improves customer service**

Eliminate Data Entry

- **Scan Order Envelopes**

Advantages

- **Reduces time and cost**
- **A 90 % labor reduction**
- **Improves accuracy**
- **Maintains a digital copy of all order forms**
- **Reclaims warehouse space**
- **Improves customer service**
- **No software to buy or maintain**
- **Fixed cost per form**
- **Shorten turnaround times**

These Order Form Scanning Solutions utilize a combination of technology and business process optimization to dramatically reduce the time and costs associated with your current data entry process. The order forms will never leave your office. After the data is extracted from your scanned forms it will be specifically formatted for export into your photography management system.

Our services include:

- Process reengineering
- Data cleansing processes
- Hardware selection
- Form development and consulting
- Process Documentation
- Custom programming

4 Our Group Data Entry Solutions

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