



QualityFirst Imaging, Inc.
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Document Conversion Procedures

The procedures delineated below are for a generic document conversion project. Procedures are tailored as necessary for each specific project QFI performs.

Document Preparation

- Receive boxes of documents from customer
- Log boxes of documents received into the QFI control database for preparation. Each box will be identified in the database with a unique project identifier, box sequence number within project and the date received
- Remove binders (including staples and paper clips)
- Paste up items requiring special handling (e.g., envelopes and, stickies)
- Dispose of pages, envelopes, and other items not to be imaged in accordance with customers guidelines
- Sort documents within box and/or folders within a box as necessary
- Align, flatten, and repair pages to be imaged
- As necessary, insert barcodes to identify documents and sets of documents (e.g., documents within a folders)
- Stack and box/re-box documents for scanning. Most likely there will be approximately 2,500 pages per box and they will be processed as a batch.
- Log box/batches into the control database for imaging

Imaging

- Scan batches of documents into a dedicated and secure database
- Review image quality and identify pages that may have to be rescanned
- Locate pages that need to be rescanned
- Rescan pages as necessary or mark as best available image
- Log batch into the QFI control database for indexing

Indexing

- Index each document or document set based on information in the documents or based on the content of the barcode
- If database is provided by the customer, validate index data, as possible, against the database
- Review index data
- Correct index data as necessary
- Process as agreed upon with customer documents with missing and/or unreadable data
- Ability to expand in the future as deemed necessary
- Log batch into the control database for export

Transfer Indexed Imagery to Customer

- Create formatted data for transfer to customer (The images transferred will formatted as requested by customer (e.g., PDF with imbedded OCR)
- The index data will be imbedded or separate of the imagery depending on the customer requirements
- Send/transfer data to the customer via electronic transfer or on a CD or DVD.
- Log batch into the QFI control database as exported



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Storage and Disposal of Converted Paper

- Store converted hard copy contracts.
- Based on customer requirements, the boxes of documents will be stored until QFI is directed to return or destroy the documents. The schedule for returning or destroying documents may be set in the contract
- Log batch into the control database as returned or destroyed

Miscellaneous

- The customer will be provided access to all hardcopy materials at the QFI facility during normal working hours
- In the event the customer requires access to a contract that has been received by QFI, but not yet processed and transmitted, QFI will attempt to locate that contract. If located, it will be scanned and emailed, or faxed to the customer