

Document Processing Services Bureau

Use our service to reduce your paper burden

Out Sourcing @ Work

We can manage and process your next high volume scanning, faxing or forms capture job for you. Out-Source your bulk document projects to Connectis for these services:

- Eliminate your data entry burden with our recognition systems. We'll capture the content from paper & eforms content data to a database, returning the results data daily.
- Scan paper documents, invoices, way bills etc. to searchable PDF's and TIFF images.
- Design and develop forms for volume data capture.
- Broadcast a message or campaign to thousands by email or fax, with sophisticated merging.
- Receive returned fax, paper or emailed forms and we'll process & extract data to a database.
- Convert your existing electronic files from one format to another including: PDF, TIFF, TeleForm, LiquidOffice, RTF, Word & other file formats.
- We'll rent a list for your campaign targeted to your prospect profile.
- Destroy the documents after processing if needed.

Your customers will think the documents are processed at your site. Connectis Group services can be used for a broad range of functions and businesses including:

Line Of Business Apps

- Marketing (surveys, questionnaires, event registration, press releases, product announcements, content distribution, web publishing, project planning)
- Accounting (invoice capture & processing, sales orders, time sheets, government compliance, expense requests)
- Human resource and employee services (job applications, benefits, vacation, employee life cycle etc.)

SERVICES CHECKLIST

- Business Process Analysis & Consulting
- Capture Invoice & Way Bills
- Capture Forms Content
- eForms Processing
- Scan to TIFF Image
- Scan to Text & PDF
- CAD DWG Conversion
- PDF Image Conversion to Searchable Formats
- eForms Design
- Fax & Email Doc. Delivery
- eForm Conversions
- Document Imaging, Archival & Retrieval
- Document Shredding



- Research & Development (team collaboration, document life cycle management)
- Associations (membership, event management)

Industries Served

- Insurance (claims, enrollments, customer self service)
- Finance (loan, mortgage, lease & credit applications, investment record retention)
- Government (licenses, census, applications, compensation requests, tax forms, donation requests)
- Health (clinical trials, patient outcomes / records, pharma, appraisals)
- Manufacturing (bill-of-lading- MSDS management, records retention, manuals, parts orders)
- Education (student loan, tuitions, admissions, records, transcripts, grades)
- Legal (filings, briefs, motions, contracts, notes, appeals)



delivery systems using your list or we'll rent a targeted database on your behalf. Send us your paper or digital document and we'll push it out.

Bill Presentment

If your ERP system is designed only to print invoices and purchase orders for mailing to clients, Connectis can save you 50% on your costs. We can process ERP spawned files to present the documents by email, fax, or print. We'll send a confirmation to your ERP for each transaction.

Harness the Power

Imagine automating the receipt of any form, returned by any means, updating a database with the captured information, storing the digital document image for retrieval, routing forms for approval, and replying to each form filler in any medium. Discuss your next project with Connectis and reduce your costs and we'll deliver results.

Capture

Each business collects and processes forms, invoices, surveys and more. We'll eliminate the manual data entry burden and return a database with the captured content from each form.

We can receive and scan paper forms, faxes and process electronic and Internet HTML or PDF forms. Processed documents and the captured data will be returned to you.

Also autoreply to form fillers by paper, fax or over the web.

Document Delivery

Get the word out with our fax or email document

Service Rates

Services are ideal for event registration, invoice & PO presentment, marketing campaigns, annual reports, newsletters, on-line voting, donations, product release, emergency information distribution, forms, surveys, questionnaires, subscription renewals, exams and testing, marketing response forms and others.

Scanning, Capture, Imaging

Connectis will scan and index your bulk paper documents for image and content retrieval and easy viewing. We'll create your paper, fax or electronic forms and merge push them to your list with our server. Electronically capture and verify data to a database from returned fax or scanned paper and web forms. Auto-Reply to each recipient.



Database File, Docket & Document Setup	\$495
Monthly Recognition Service Subscription	\$349/M
Design Forms for Capture - HTML, PDF, Paper	\$1,495
Write Data Record (Scan/Fax/Read/Verify)	\$500/M

Auto-Merge Setup	\$599
Auto-Reply Setup	\$1,495
Auto-Print Inbound Faxes	\$200/M
Fax Server Activation	\$149/Line
Document Reply by fax (No LD)	\$.10/Page

Forms Conversion

Convert your existing form file types to another editable file format (static PDF's, PageMaker, Quark, JetForm, Excel, Word, TeleForm, LiquidOffice, and more). PSG will create working e-forms in your favorite electronic forms software. Preserves the appearance of your original forms, automatically creating fillable fields.

25 Pages	\$745
50 Pages	\$1290
100 Pages	\$2429
150 Pages	\$3480
300 - 499 Pages	\$22.50/Page
500 - 999 Pages	\$21.50/Page

Scan to File

Database, Line, Docket & Document Setup	\$295
1,000 pages or less	\$200/M
1,001 - 10,000	\$180/M
10,001 - 50,000	\$160/M
50,001 - 100,000	\$140/M
100,001 - 250,000	\$120/M
250,001 - 500,000	\$100/M
500,001 - 1,000,000	\$80/M
1,00,001 - beyond	TBD
CD creation	\$10

Document Delivery - Fax Blast / Receipt

Database, Line, Document Setup	\$149
1,000 pages or less	\$150/M
1,001 - 2,500	\$130/M
2501 - 10,000	\$120/M
10,001 - 25,000	\$100/M
25,001 - 50,000	\$80/M
50,001 - 75,000	\$60/M
75,001 - 100,000	\$50/M
Long Distance ON / PQ	\$60/M
Long Distance US / CAD	\$120/M
2 Retries	N/C
Reporting & Fax Removal Service	N/C
List Rental Fee (Option)	TBD
Cover Page Creation (Option)	\$149
Auto-Merge Setup (Option)	\$149
Auto-Print Received Fax Pages	\$200/M

Document Delivery - Email

Database File & Document Setup	\$149
1 - 5,000 records	\$35/M*
5001 - 10,000 records	\$30/M*
10,001 records and above	\$20/M*
Attachments (35KB)	\$10/M
Auto-Merge Setup (Option)	\$149
Database Cleansing	\$149/Hr
List Rental Fee (Option)	TBD
Bad Email Tracking	N/C
Email reporting	N/C

* Based on 50K / page HTML or Text emails

Consulting / Programming

First Meeting / Scope of Work	N/C
Project Manager	\$225/Hr
Senior Developer	\$225/Hr
Intermediate Developer	\$145/Hr

To learn more about Connectis, visit: www.Connectis.ca

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About Connectis Group

Connectis document automation solutions help customers streamline paper, fax and eform document processes. Organizations will speed up document processing, improve customer satisfaction and profitability. Our solutions and services are focused on invoice & document capture, intelligent electronic forms automation, document management & cyber security, training, backup solutions, antivirus protection and application cloud enablement.

