

# Administration Services

## Complete Solution Provider

We manage day-to-day transaction processing, streamlining operations and allowing organizations to focus on initiatives that generate profitable growth. We have experience scanning and storing everything from antique postage stamps to engineering drawings and can process and convert data from nearly every conceivable media including original paper documents, books, maps, X-rays, blueprints, CD/DVD's, optical media, magnetic media, digital media, offline media and offline hardware. Our solutions provide the ability to prioritize work with real-time monitoring and reporting tools and quality control measures.

## Industry Knowledge and Expertise

Strong vertical expertise with Fortune 500 clients in key industries:

- Education
- Financial
- Government
- Healthcare
- Insurance
- Manufacturing
- Retail
- Technology
- Telecommunications
- Transportation
- Travel

## Large Global Footprint

Onshore, near-shore and offshore processing centers offer round-the-clock, end-to-end service delivery to meet client requirements. We manage over 50 core processing centers and over 100 mailroom location around the globe.

## Advanced Technology

Client needs can change in an instant. Our flexible and robust set of platforms and service tools are built to respond immediately and seamlessly to those changes. We utilize proprietary and partner technology to accelerate the startup of new clients, facilitate change and ensure ongoing cost-effective operations.

- Distributed and mobile scanning
- Optical Character Recognition (OCR)
- Automated Document Recognition (ADR)
- Automated Transaction Processing (ATP)
- Research and validation tools

## Benefits

- Reduce operating cost and capital expenditure
- Shift resources to core competencies, increasing productivity and satisfaction
- Streamline and optimize document-driven business processes to provide new capabilities, reduce errors and improve cycle times
- Enhance security, compliance and business continuity
- Standardize operations on a global basis

## Innovation

Through strategic investments and partnerships that are based on market demand along with direct customer-led initiatives, dedicated teams are working to continually improve and differentiate our service offering with powerful innovations. This allows us to provide continuous improvement and increased capabilities.

## Front End

- Mailroom
- Electronic Portal
- EDI Clearinghouse
- Paper/Image Import
- Prep/Sort/Repair
- Fax Server Solutions
- Image Enhancement
- White Mail Processing

## Image & Data Capture

- Day-forward and back-file centralized, distributed, and onsite (including mobile) scanning
- Optical Character Recognition (OCR)
- Automated Document Recognition (ADR)
- Web-enabled data capture
- Film, fiche, and digital media conversion

## Post Processing

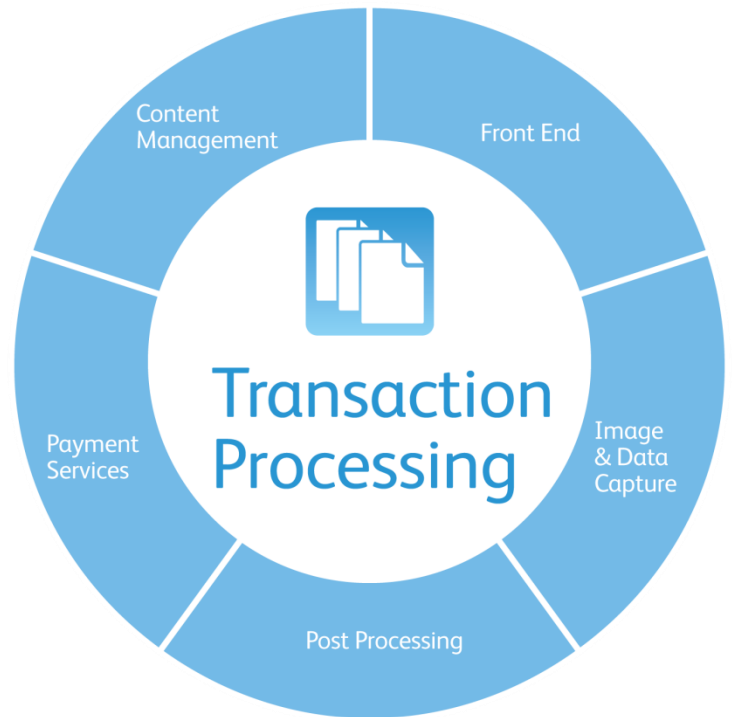
- Automated Rules-based Processing (ATP)
- Intelligent Queue
- Exception & Issue Processing
- Data Validation

## Payment Services

- Cash Management
- Check Processing
- Credit/Debit Card Processing
- Clearinghouse Services
- Electronic Balance Transfer
- Electronic Fund Transfer

## Document and Transaction Content Management

- Secure upload, storage, retrieval and destruction services for paper documents, and electronic files
- Workflow automation and reporting
- Disaster resistant and secure content storage and retrieval centers



## Contact Us

877.294.9252

[www.xerox.com/businessservices](http://www.xerox.com/businessservices)

