



WHEN EVERY
DOLLAR COUNTS,
**EVERY DECISION
MATTERS**

How to Achieve Real Cost Savings
with Outsourced Document
Processing Services





CLOUDCAPTURE™

NOW MORE THAN EVER, the decisions you make about your company or departments operations can have a significant impact on your bottom line. Business Process Outsourcing (BPO) is a smart, strategic and scalable way to achieve real cost savings for your organization, while improving productivity and making the most of the resources you have on-hand today.

DOCUMENT PROCESSING SERVICES WE OFFER



DOCUMENT CONVERSION

We keep documents out of a physical file or random folder by converting the document to digital format for easier retrieval & processing.



DOCUMENT DATA CAPTURE

You upload the documents (all you need is internet) & we capture the pertinent data on documents in digital form so it can be used for processing.



DOCUMENT CLASSIFICATION

We identify & classify multiple document types by image, keyword or context to organize incoming documents so you don't have to.



OCR WITH HUMAN ASSISTED EXCEPTION RESOLUTION

We capture, classify & index the data then handle exceptions with look-ups and validation points for you.



RULES-DRIVEN CONTENT PROCESSING

We leverage your existing rule-based workflows to begin processing the digitized documents.

MORE THAN JUST SOFTWARE

KeyMark's document processing service starts with your scanned documents. We will first help you to classify the document types. Next, we use human assistance to validate and make decisions software alone can't do, follow existing rule-driven processes, data sources look-ups and handle exceptions. Finally, we'll return your document data to a format where it can be imported into your line-of-business applications.

This outsourced approach to document data allows your company to:

- Process documents more quickly and accurately
- Significantly reduce data entry errors
- Ensure predictable processing times, regardless of volumes
- Data integration and exchange with your line-of-business applications
- Money saved on overhead



From leveraging Optical Character Recognition (OCR) and classifying data to using data integrations to perform business decisions, we can address even the most complex process requirements, including the exceptions. If you're already doing it at your organization today, chances are, we can do it for you too—without the overhead expenses.

IN FACT, we believe in automated document processing so much that we do it ourselves for all our inbound financial documents.

TOP 10 REASONS TO CONSIDER DOCUMENT PROCESSING SERVICES FROM KEYMARK

1. IT'S COST-EFFECTIVE

By outsourcing your document processing functions, you can minimize overhead costs.

2. IT'S STRATEGIC

You can redirect your team to focus on more important knowledge work.

3. IT'S SCALABLE

You can meet short-term surges in your business without staffing up.

4. IT'S SECURE

We process all documents and data behind a secure firewall.

5. IT'S FAST

We can process your documents on your SLA, without interruptions.

6. IT'S ACCURATE

We are 99+% accurate in data capture and extraction.

7. IT'S EASY

We're flexible in how we work together to accomplish your goals.

8. IT'S TRANSPARENT

You'll get detailed processing reports so you know exactly what was done, when and by whom.

9. WE'RE ACCESSIBLE

We're easy to reach, especially when compared with overseas BPO vendors.

10. WE'RE EXPERIENCED

Our team has more than 20 years of document processing experience.

FLEXIBLE IN HOW WE WORK TOGETHER

We make working together convenient and uncomplicated. Some of our partners prefer to scan the documents themselves, whereas others prefer us to handle it for them. You can even email your documents to us, and we'll take it from there. At the end of the day, we'll work in whatever way makes the most sense for you and your team.

UPLOAD YOUR
DOCUMENT IMAGES



1

Got hundreds—or thousands—of documents to process? No problem. Simply upload your Tiff, JPEG or PDF files, and we take it from there, capturing and storing your data securely in the cloud.

WE CLASSIFY THE
DOCUMENTS & PROVIDE OCR



2

Optical character recognition technology makes document classification and data extraction a breeze, improving turnaround times and increasing your team's overall document processing capacity.

WE VALIDATE
& EXPORT DATA



3

We use human assistance to validate and make decisions software alone can't do, follow existing rule-driven processes, data source look-ups and exception handling, giving you validated data before you integrate it with your core system.

WE SEND
BATCH FILE



4

After your organization's documents and data have been processed, we will provide you with a text, xml or csv file that can be integrated into your core system whenever you're ready. It's that easy.

USE CASES THAT SPAN MULTIPLE INDUSTRIES

With more than two decades of document processing experience, we have implemented outsourcing solutions for all types of organizations, including manufacturing companies, medical practices, state government agencies and private global entities. The most popular types of documents and data we typically process are:

- Invoices
- Freight bills
- Medical forms
- Mortgage paperwork
- Payroll forms
- Time sheets
- Application forms
- Registration forms
- License renewals

READY TO TAKE THE NEXT STEP?

Our document processing services experts are ready to discuss a solution that will meet your needs—and exceed your expectations from a productivity and ROI standpoint. **To start the conversation,**



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