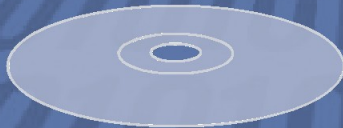


FILEX

DOCUMENT IMAGING SERVICES

Your Easy Pass
To The Information
Superhighway



Philadelphia, PA
Harrisburg, PA

E-mail: info@file-xinc.com
1-866-GO-FILEX



ABOUT FILE-X

FILE-X Document Imaging Services, Inc. is a full-service, solutions-oriented, imaging bureau. FILE-X specializes in affordable conversions of both hardcopy paper documents and microfilm/fiche into easily stored and accessed digital images.

FILE-X, a family-owned business founded in 1996, focuses on identifying the most flexible and cost-effective way for its customers to operate in a "paperless" business environment. With two, state-of-the-art, document imaging facilities conveniently located near Philadelphia and Harrisburg, PA., FILE-X attributes its

growth and success to superior customer service and significant repeat business.

Meeting a wide array of industries – including health-care, legal, financial, education, pharmaceutical, manufacturing, banking, mortgage, government, real estate, and construction – gives FILE-X critical experience in developing unique imaging and document management solutions. Coupling this extensive experience with flexible and well-trained personnel, FILE-X can provide your business with an

Easy Pass onto today's fast-paced Information Superhighway.



THE PROBLEM IS PAPER

In today's fast-paced business environment, paper and microfilm-based document management systems often become a major bottleneck, slowing down the flow of day-to-day operations, while adding significantly to overall administrative costs.

But what can you do to eliminate the costly storage and retrieval of data and information recorded on paper and microfilm, while assuring secure and easy access?

THE SOLUTION IS FILE-X

FILE-X Document Imaging Services, Inc. provides the solution! Integrating recent advances in production scanning hardware and image archiving and retrieval software, the experienced scanning professionals at FILE-X provide high-quality document imaging, compact storage, instant access, and rapid turn-around - all at an affordable price.

By outsourcing your document imaging and microfilm conversions to FILE-X, with just a few simple keystrokes on your computer, you will be able to track, retrieve, search, view, back-up and e-mail all of your business documents.

FILE-X SERVICES AND PROCESS

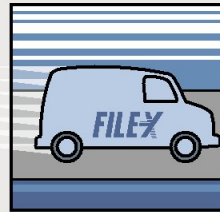
Services

- Document imaging or scanning
- Document preparation
- Image naming and indexing
- Optical Character Recognition (OCR) and full-text editing
- Oversized document scanning
- Image conversion
- PDF conversion
- Free pick-up and delivery
- Quality control
- Document destruction

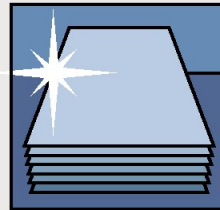
For detailed information on FILE-X's complete list of services and pricing visit our informative website:

www.1866gofilex.com

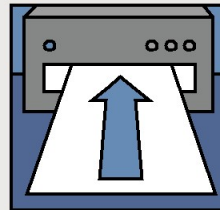
Process



STEP 1:
DOCUMENT PICK-UP



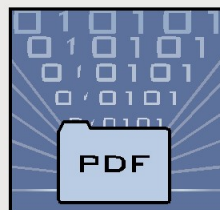
STEP 2:
DOCUMENT
PREPARATION/ORGANIZATION



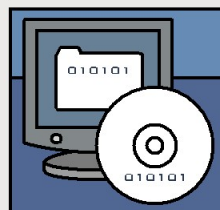
STEP 3:
DOCUMENT SCANNING



STEP 4:
FILE QUALITY CONTROL
AND SCAN ENHANCEMENT



STEP 5:
FORMAT TO CLIENT
SPECIFICATIONS



STEP 6:
FILES ARE INDEXED AND STORED



STEP 7:
HARDCOPY DOCUMENTS RETURNED,
STORED, OR DESTROYED

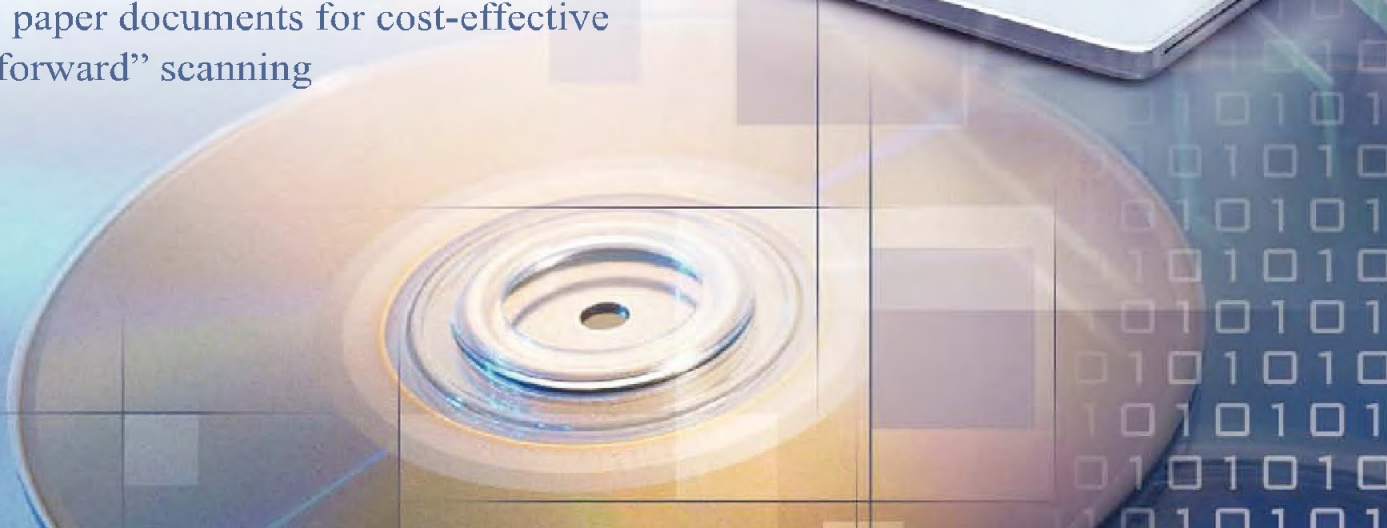
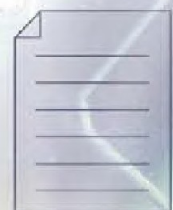
THE FILE-X ADVANTAGE

Free expert technical consulting

The imaging professionals at FILE-X have been involved in all aspects of document scanning and microfilm conversion. Carefully studying a variety of “Best Practices” across many different industries, FILE-X’s technical consultants have identified the optimal methods for cost-effectively producing and utilizing digitized documents.

Some of the key features associated with the Free Expert Technical Consulting provided by FILE-X include:

- Finding the most cost-effective way to prepare, scan and index your documents
- Identifying mechanisms for linking scanned documents to current business databases
- Suggesting solutions for effective back-up and disaster recovery
- Identifying the optimal media for maintaining and archiving your electronic documents
- Recommending methods for maintaining future paper documents for cost-effective “day-forward” scanning





THE REASONS ARE PILING UP...

Converting paper documents and microfilm to searchable digital images can significantly contribute to your overall corporate profitability and success in many ways, including:

- Reducing printing, mailing, copying, faxing and filing costs
- Improving customer service and retention
- Cutting the time, effort and expense associated with finding or recreating lost documents
- Diminishing office and storage space
- Increasing productivity and enabling employees to work remotely



- Facilitating participation in global e-commerce
- Decreasing legal liabilities associated with corporate document control responsibilities
- Providing for document disaster recovery



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