

Outsourced

Data Capture/Forms Processing

- 100% Accuracy Guaranteed
- Faster Turnaround
- 100% Satisfaction Guaranteed

Innovative and flexible data capture solutions

- Reducing document processing costs
- Reducing document processing time
- Reducing project time scale

Innovative and flexible data capture solutions - extract selected data including text fields and tick boxes, providing;

- Output to the highest standards of accuracy with SLA guarantees of 99.8% plus for most types of structured data capture.
- Implementation of the strictest levels of physical and electronic security for all of our scanning and data capture operations.
- Compliance with the Data Protection Act and customer data is kept 100% secure at all times.
- Daily turnaround of large batches of forms and documents received each day with return of output by the close of business on the following day.

Our service includes all elements of the forms administration and data capture as follows:

- Initial form design
- Form and survey printing
- Distribution logistics
- Progress tracking
- Return via courier or post using our BRE and PO Box services
- De-enveloping and preparation of documents
- Scanning and data capture from text boxes, tick boxes or free format text
- PAF verification and geo-location of UK addresses
- Data cleansing
- Output of captured data in any standard format and return via DVD, Internet FTP/SFTP or on-line via our Electronic Document Management System
- Bespoke transaction processing services to process the captured data
- Secure shredding of processed forms and unwanted paper from the process

SYNCHRONISED GLOBAL PROJECT MANAGEMENT

Our services are available globally thanks to our international partnerships and having multi-lingual processing capabilities. We presently have distribution and scanning capability in UK, Eastern Europe, Hong Kong, China, Australasia and the USA.

DATA SECURITY

Dajon's premises have high security storage facilities for paper and electronic data. Physical security includes; electronically controlled access, video camera monitoring of all access areas, secure perimeter fencing and comprehensive intruder and fire alarm systems linked directly to the emergency services. Secure document storage areas are equipped with FM200 gas fire suppression systems. ISO 27001 compliant.



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