



A **xerox**  Company

# Administration Services

## Complete Solution Provider

ACS manages day-to-day transaction processing, streamlining operations and allowing organizations to focus on initiatives that generate profitable growth.

- Front-end mailroom
- Image capture
- Data capture
- Post-processing
- Storage

## Industry Knowledge and Expertise

Strong vertical expertise with Fortune 500 clients in key industries:

- Communications
- Education
- Financial
- Government
- Healthcare
- Insurance
- Manufacturing
- Retail
- Transportation
- Travel

## Large Global Footprint

Onshore, near-shore and offshore processing centers offer round-the-clock, end-to-end service delivery to best meet client requirements.

- Santo Domingo, Dominican Republic
- Suva, Fiji
- Accra, Ghana
- Guatemala City, Guatemala
- Bangalore, India
- Kochi, India
- Montego Bay, Jamaica
- Juarez, Mexico
- Monterrey, Mexico
- Manila, Philippines
- Krakow, Poland
- Barcelona, Spain

## Advanced Technology

Proprietary and partner technology to accelerate the startup of new clients, facilitate change and ensure ongoing cost-effective operations.

### Types

- Optical Character Recognition (OCR)
- Data capture applications
- Research and validation tools
- Automated rules-based processing
- Distributed scanning

## Benefits

- Real-time monitoring
- Real-time reporting
- Prioritization of work
- Dedicated production control
- Security and scalability
- 100 percent accountability

## About ACS

ACS is part of Xerox's \$22 billion global enterprise with 136,000 employees serving our clients in 160 countries.

## Our Experience

- 35 years of experience in data capture
- 10 billion images stored annually
- 1.8 billion mail room documents annually
- 7 million images created daily
- 18 thousand FTEs

## Front End

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

## Image & Data Capture

- Centralized, Distributed, and Onsite Scanning
- RAPID (Real Time Automated Processing)
- Image Storage & Retrieval
- OCR (Optical Character Recognition)
- ADR (Automated Document Recognition)
- Web-Enabled Data Capture
- Media Conversion
- Film, Fiche, and Digital

## Post Processing

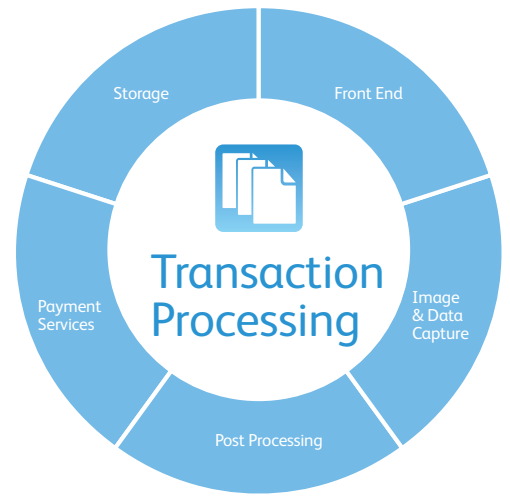
- Automated Rules-based Processing (ATP)
- Intelligent Queue
- Exception & Issue Processing
- Data Validation

## Payment Services

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

## Storage

- Total Document, Content & Record Management
- Stored Image Retrieval (SIR)
- Online Document Management (ODM)
- Disaster-resistant and Secure Storage Centers



## Contact Us

877.294.9252  
www.acs-inc.com



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