DAMCO
All about Technology . Powered by People

Your Reliable BPO & Data Processing Partner

Damco is one of the UK's largest data capture and document scanning companies offering a complete range of data processing services like Data Entry/Capture, Forms Processing, Transaction Processing / Back Office Services, Data Conversion, Data Cleansing, Document Scanning & OCR and Print and Mailroom services.

Damco provides specialised turnkey services and end-to-end solutions for Direct Marketing Companies, Universities & Educational Institutions, Retail Companies, Publishers, Libraries, Government Organisations, Law Firms and Corporate Offices.

Our Services Include:

1. Data Entry / Data Capture
At Damco, we specialise in Data Entry Services. Our approach to Data Entry and the technologies we employ, enable us to deliver the highest levels of data quality, accuracy, and quick turnaround, besides addressing the need for data Security and Confidentiality.

Data Capture from Handwritten / Printed Documents
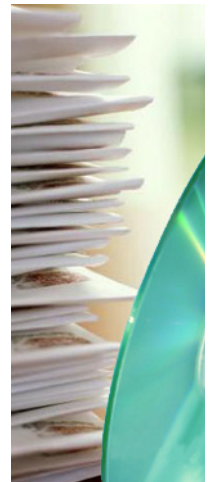
Mailing Lists
-Names & Addresses
Data Entry from
-Cards   -Books
-Coupons/Slips   -Catalogues
-Images   -Online data entry
Value Additions
-PAF Validation
-Data de-duplication
-Data Cleansing

Output Formats
-MS-Excel/MS-Access
-Any Database Format
-SPSS
-XML

Forms Processing

- Application / Registration Forms
- Survey Forms
- Feedback / Complaints Forms
- Market Research Forms
- New Account Enrolment Forms
- Invoice Processing
- Loans / Mortgage Application Forms
- Claims Processing
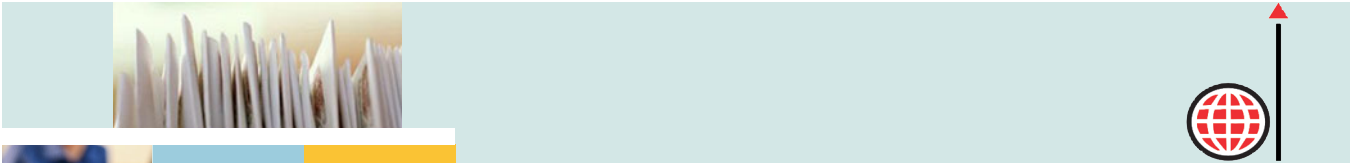- License Forms
- Examination Forms
- Resume Processing

Output Formats
- MS-Excel / MS-Access
- Any Database format
- SPSS
- XML
- HTML

Why DAMCO

➢ Onshore Project & Account Management

➢ Onshore Scanning Facilities

➢ ISO 9001:2000 certified Offshore Data Processing Centers in India

➢ Flexible, customised solutions, allowing to choose and pay for only the services needed

➢ Low Cost - Over 50% cost savings to your in house costs

➢ High levels of Data Security & Confidentiality

➢ Quick Turnaround time

➢ Tenth successful operational year running

➢ Phenomenal growth rate each consecutive year

➢ 100% Customer Retention

➢ Free Trials

Contact Us :

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Industry Sectors

- Direct Marketing
- Financial Services
- Publishers/Database Companies
- Government Bodies
- Education
- Legal
- Retail
- Telecommunications
- Energy and Utilities
- Medical/Healthcare
- Manufacturing and Logistics
- Charities
- Travel
- Food/Catering
- Corporate
- Libraries
- Recruitment Companies

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Damco delivers
- Cost Effective Solutions
- High Accuracy
- Data Entry from varied sources
- Support for 6 different European languages

We work hard to achieve the highest degree of accuracy possible using a variety of methods and tools depending on project specifications and client requirements.

Methodology
To assure highest standards of quality, we use Double Key and Triple Verify Methodology. The data is keyed in by two operators independently and is compared electronically. The discrepancies are corrected and a final QA check is done manually.

2. Data Format Conversion

Companies with diverse requirements very often require to convert their existing documents/databases in a particular format, even create a new database from their paper records. We offer Data format conversion services over a wide range of formats like PDF, HTML, MS Word, XML, SGML, Miles, Quark Xpress, 3B2 etc.

3. Scanning and OCR Services

To be successful in today's competitive economic environment organisations must be able to minimize the time they take to leverage information assets so they can streamline business-critical processes. Damco offers best-of-the-breed solutions covering consulting, implementation, and support services in turning the organisation's paperless office dream into reality.

Whatever might be the size/volume of the documents to be scanned, we will deliver you the best and most cost effective solution for your organisation.

Processes Involved:
1. Document preparation
2. Scanning
3. Indexing
4. Writing on media such as CD or DVD/Uploading over Internet
5. Secure destruction or return of documents

Scanning / OCR / Imaging

Scanning Services
- Documents, Drawings & Book Scanning
- Mono / Colour Scanning for all sizes
- Indexing of Images for easy retrieval
- OCR of Scanned Images
- OCRed Text can be tagged with SGML / HTML / XML

Output Formats
PDF
TIFF
JPEG / BMP
Any Database Format