





# DDC Accounts Payable Solutions

## What we do

- Front-end mail processing
- Automated workflow tracking and email notification
- Document preparation
- Document scanning and index verification
- image clean-up/image indexing
- Data entry from image or paper (offshore or domestic)
- Data conversion services
- Document scanning hardware and software
- Image storage and retrieval services
- Data/Image encryption and security
- Capture from hard copy or images
- Image cropping & compression
- On site scanning/consultation

## Benefits to You

- Reduce and control your operating costs and reinvest the savings
- Free up company resources for core activities
- Expand your company's resources by using ours
- Outsource functions that are difficult to manage or costly onshore
- Reduce your capital expenditure by utilizing our technologies, communication links, premises and staff
- Instant access to your documents 24/7/365
- Flexibility- the ability to ramp production up and down each month based on your requirement. (no peaks and troughs)
- Eliminate in-house duplicate processes due to multiple sites.
- Enhance workflow and Information sharing
- Eliminate your laborious time-consuming paper processing procedures.

The DDC Group resources enable us to provide secure and accurate BPO services to businesses around the world – increasing their competitive edge and reducing their in-house/onshore production costs by up to 75%.

## Find out more:

Want to know more about DDCHOST™ visit [www.theddcgroup.com](http://www.theddcgroup.com)

