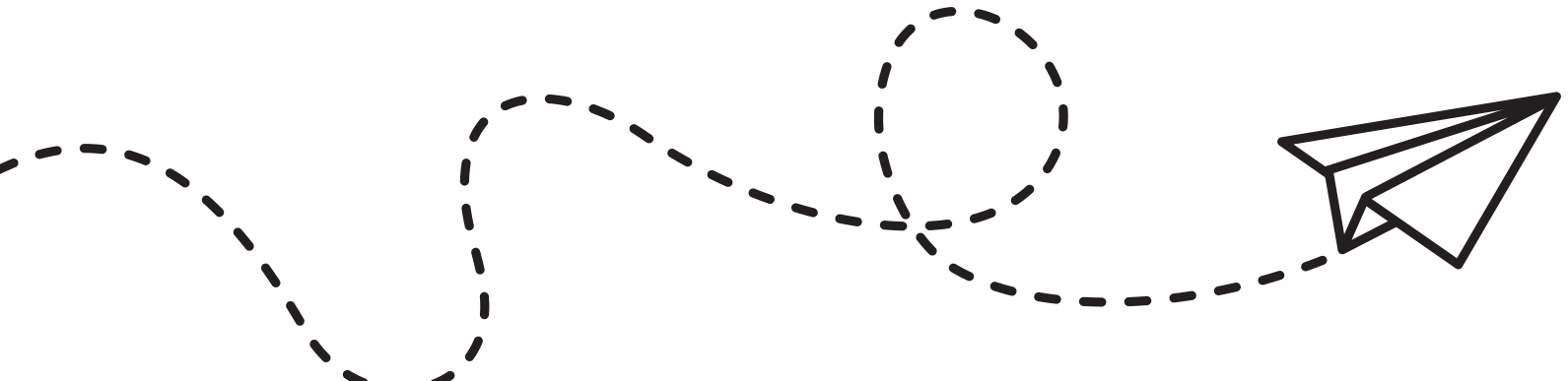




PATTERSON POPE
SCANNING SERVICES

At Patterson Pope, if there's one thing we know, it's this: **Stuff Expands** – especially paper documents. That's why we provide top-tier document scanning services that transform physical paper into secure, easily accessible digital formats.

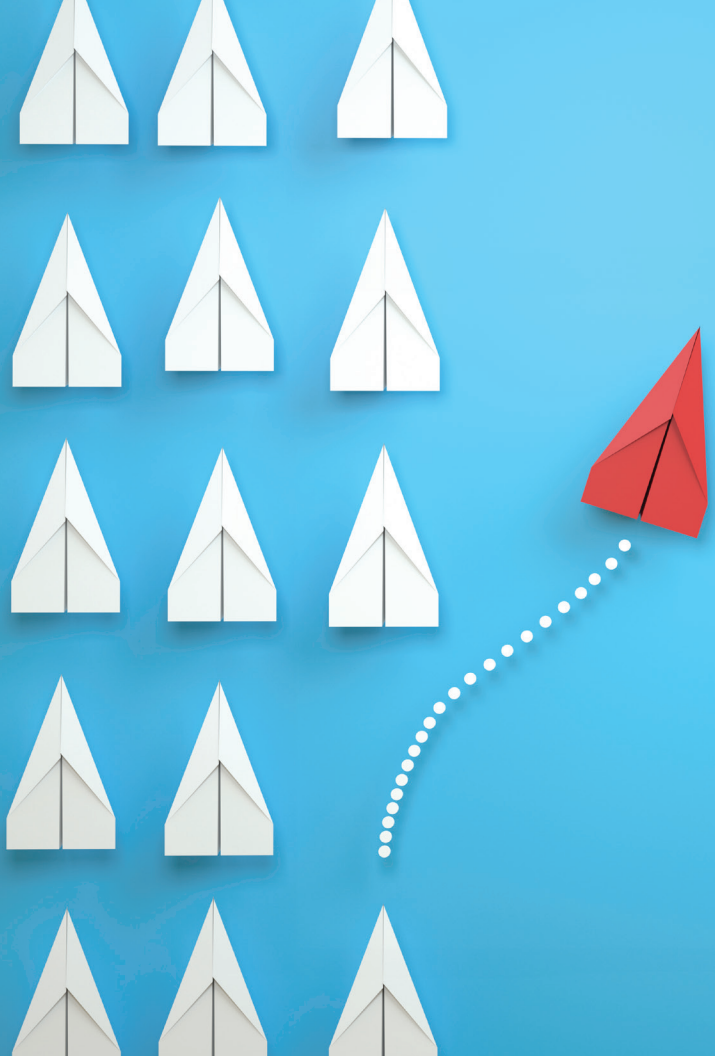
Beyond basic scanning, we offer a complete suite of services that accompany you every step of the way. From careful packaging of your records to secure transportation, we handle the details so you can focus on what's most important to your business.



Why choose Patterson Pope?

With Patterson Pope, you're choosing a commitment to quality and a promise that we'll deliver exactly what you need – without any missing pieces. By choosing us, you invest in a service that extends well beyond scanning, into a relationship that elevates your business processes.

Expect nothing less than excellence, transparency, and a finished product that aligns with your requirements. **Because when your documents are handled right, your business thrives.**



The P2 Scanning Advantage:

Each step of our P2 scanning process is meticulously crafted to meet your specific needs, combining transparency and security with the utmost protection for your documents.

Closed Loop Chain of Custody



REQUEST

Work-in-Progress
File Request Process



TRANSPORT

Secure Transportation
to Production Facility



PORTAL

Patterson Pope
Production Control
System Client Portal



INVENTORY

On-Site Boxing,
Inventory, and
Return



**CLOSED-LOOP
CHAIN OF CUSTODY**

The Utmost Security
and Transparency for
our Customers

Closed Loop Chain of Custody Process

The Patterson Pope Closed Loop Chain of Custody Process embodies our commitment to precision and reliability, starting from the moment we arrive to the moment we deliver your images.

Detailed Inventory

Our trained staff conducts thorough inventories of each box, recording each file into the Patterson Pope Production Control System. We'll provide you with a detailed spreadsheet containing this data, for both inventory management and the file request process.

Effortless Access

Through our client portal, you maintain visibility into your document's journey, ensuring you can "see" your files at any process stage. Coupled with our Work-In-Progress Request Process, you have easy and prompt access to your records.

On-Site Precision

Our staff, trained in records management and security, will be on-site to carefully box and barcode your records. Each box is tracked with precision throughout the scanning journey, ensuring the files remain in the same order they were packed in.

Seamless Tracking

Our box tracking software captures the movement of your documents, while GPS-enabled P2 vehicles ensure secure transport. Each box is re-scanned upon arrival at our P2 production facility, solidifying the traceability of your documents. Each time the files are moved, they are re-scanned for accurate and instantaneous tracking.

Closed Loop Chain of Custody Process



Our PMI-Certified Project Manager, backed by over two decades of experience, oversees a **carefully designed scanning process** to ensure nothing is overlooked:

Initial Engagement: Our experts arrive onsite, beginning the process with a thorough boxing and wrapping of files.

Database Coordination: We receive the database, initiating a seamless alignment with your existing records.

Ongoing Access: As your files transition, work-in-progress requests ensure continuous access to your documents.

Inventory Verification: A rigorous box-level inventory is matched against a control list for uncompromised accuracy.

Secure Transport: We safely transport your documents to our processing facility in GPS-enabled P2 vehicles, ensuring your document's security.

Technology: We use industry leading scanning, indexing, and tracking technology (including state-of-the-art OCR capability) to maximize imaging efficiency while minimizing the risk of human error.

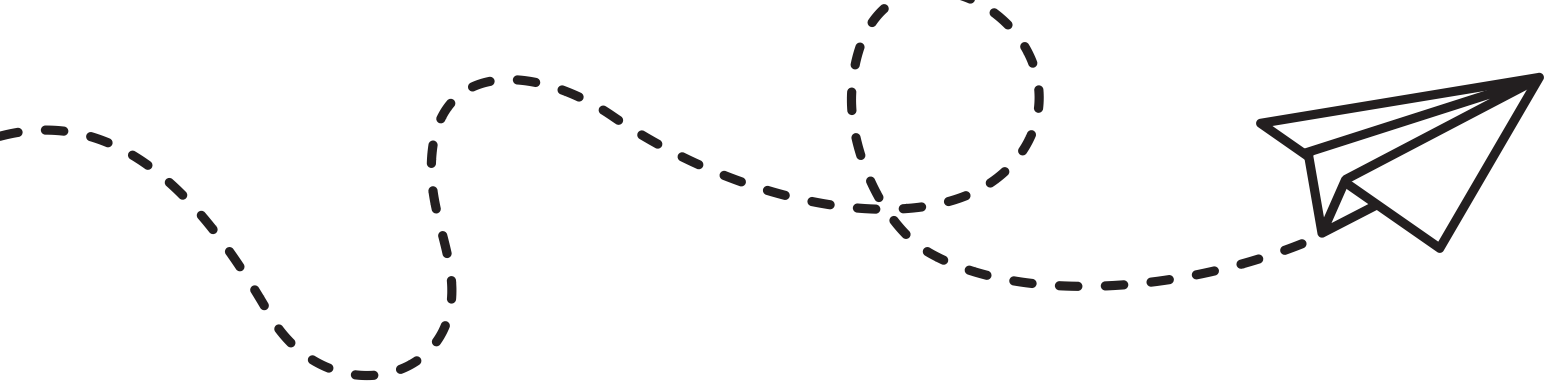
Sample Validation: We share samples with you for approval, verifying our work meets your standards.

Production Excellence: Our production process passes through four quality assurance steps, including a final quality control review. We ensure each step is executed flawlessly from initial image production to final review.

Delivery & Reconciliation: After we deliver the scanned images, we'll provide a post-scan inventory with a full reconciliation report for your records.

Final Steps: Our process concludes with the secure return or disposal of your boxes, based on your preference.

Our **comprehensive approach** is supported by a Direct Production Contact for real-time communication to ensure our Closed Loop isn't just a process but a promise of excellent service and customer satisfaction.



With over 20 years of experience in developing comprehensive and custom-tailored scanning solutions, we've figured out how to run your projects with precision – and help you **avoid pitfalls**. By choosing Patterson Pope, you choose more than a service. You choose a partner known for reliability, timely delivery, and a dedication to meeting your project's specific requirements.



pattersonpope.com