

Your Contact

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OUTSOURCING TECHNICAL SHEET

DATA, DATABASE ENTRY Services

According to the initial content of the document: printed out or classic handwritten, ancient, technical, etc.

- coupon, directory or listing entry
- birth certificate archive entry
- questionnaires and forms entry
- Processing bill/invoices or accounting document and **any database entry services.**

ONLINE DATA PROCESSING Services

- online data recovery
- integration of data from physical or external electronic support
- intra-server or server-server data processing
- back-office Internet etc.

VIRTUAL DEDICATED ASSISTANT(S)

- Post allocation for any online/offline IT processing project
- Implementation of a dedicated team for chat or sms entertainment or moderation...

TEXT PROCESSING Services: ENTRY/OCR/TAGGING

According to your needs : texts with or without enhancements, marked or structured (SGML, XML...)

- documents (books, novels, dictionaries, encyclopedias...) processing
- Acquisition of document contents
- OCR processing
- Signs and mathematical or chemical formulas and other support data entry

TRANSCRIPTION & TRANSLATION Services

According to your own style and dictation method,

- Audio transcription of conferences, meetings, general assembly, board administration, congress
- Audio transcription of patent translation (English to French or French to English or other)
- Audio transcription of translations, expertise
- fax, letters, verbal notes, memos, dictated letters transcription
- Audio transcription of surveys, games and competitions
- Legal files and **any French to English or vice versa audio transcription & translation.**

EDITORIAL WORKS

Production of literary or unique marketing texts in term of your specifications and contributing to your objectives.

PAGE FORMATTING / IMAGE PROCESSING Services

Use of specific softwares to process your documents to print, mainly.

- book formatting
- layout
- images cleaning, clipping
- archive of birth certificates clipping
- image/charts/formula processing...

OVERVIEW OF PROCEDURE FOR PROCESSING YOUR PROJECT

- Initial contact. Defining and studying of your needs. Defining of the process for dealing with your data.
- Developing processing tools. Processing of the first file for pre-delivery validation.
- Usually after scanning, double entry processing or OCR + reading processing. Validating records according to HEXAVIA or CEDEXA or other. Comparing + correcting. Controlling according to the NF X 06-022 standards. Finalizing + delivering.

OUR COMMITMENTS

- Your quote within 48 hours. Free trial. (50 database line, 8000 txt characters, 350 written words, 10 mn audio, 20 DTP image, 4 hours on allocation)
- Minimizing delivery time (up to 24 hours).
- A project manager dedicated to our project = your interlocutor.
- A pre-delivery to validate before real production.
- Compliance with the specifications and the processing steps.
- Security and confidentiality of your data. Systematic archiving of delivered files for at least a year.

Soa Services Madagascar – *Meticulous data processing.*

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