

Back Office Services

Back Office Solutions

Stitel Outsourcing Limited (SOL) - a leading provider of business process outsourcing and technology - offers a suite of tools designed to enable service providers to rapidly adopt new value added services and maximize their back office efficiency and effectiveness. SOL is a fast growing BPO Company that provides innovative, cost-effective, customized solutions to its clients.

With a half decade of experience in the business, we understand our clients' requirements, and our committed work force is dedicated to a high level of service. Our approach is to carefully analyze client requirements to determine the optimal technology for BPO and back office service solution. With a mission to deliver true value for less money, our BPO services count our people as our greatest strength. We bring talent and technology together to provide end-to-end services.

We offer services that include all back office processes, such as:

DATA ENTRY OPERATIONS

Stitel Outsourcing Limited (SOL) offers a broad menu of **data entry operations** related services. SOL can enter data from scanned images or physical documents using the latest software-and-hardware technology specifically developed for quick and accurate data entry operations.

Our expertise lies in managing the paper and labor involved in moving large volumes of documents or images through an organized conversion process. SOL is extremely sensitive and cognizant of the need to protect our clients' data during **data entry operation** with stringent security procedures.

DATA CAPTURING SOLUTIONS

Stitel Outsourcing Limited (SOL) also offers **data capturing solutions**. If you have thousands of survey forms, address listings, computer printouts, transaction slips, invoices or other information, which needs specific data extracting into digital format for processing, then you need the **data capturing solutions**.

We have 30+ staff backed up by sophisticated computer automatic recognition systems that give us a capacity to extract and verify millions of keystroke characters per day.

DOCUMENT SCANNING SERVICES

Stitel Outsourcing Limited (SOL) provides **document scanning**, indexing, and archiving & retrieval services for a wide variety of applications. **Scanning documents** can be a cost effective alternative to the long-term storage of paper.

Scanned images that are properly indexed, can also become an electronic file cabinet accessible via LAN, intranet or Internet. Send us your physical documents such as address lists, invoices, purchase orders, resumes, business forms, checks, surveys, insurance forms, litigation and case files, lease agreements, import/export documentation, student records or tax forms and we will send back electronic images of the documents using an FTP site or e-mail.

INTERNET CONTENT / WEBSITE DEVELOPMENT

Stitel Outsourcing Limited (SOL) has the expertise to handle over 100 large Internet content preparation projects. SOL also provides Internet application development solutions for content-intensive Web sites.

Our growth is the result of providing our clients with state-of-the-art, cost-effective solutions for delivering content on the following areas:

- ◆ **Data Entry Operations**
- ◆ **Data Capturing Solutions**
 - ◆ **Document Scanning**
 - ◆ **Call Center**
 - ◆ **Design & Printing Services**
 - ◆ **Web Solutions**
 - ◆ **Animation**