

1. Enquiry:
Evaluate
clients' scope
of work

2. Proposal is
sent to client
based on their
needs

3. Agreement:
Files uploaded
by clients using
secure FTP

4. Key-in:
Documents are
keyed in as per
specific
agreement

5. Quality check:
All data entry
projects go
through quality
checks to ensure
accuracy

6. Delivery: The
files are
uploaded for
review by the
client

Business Process