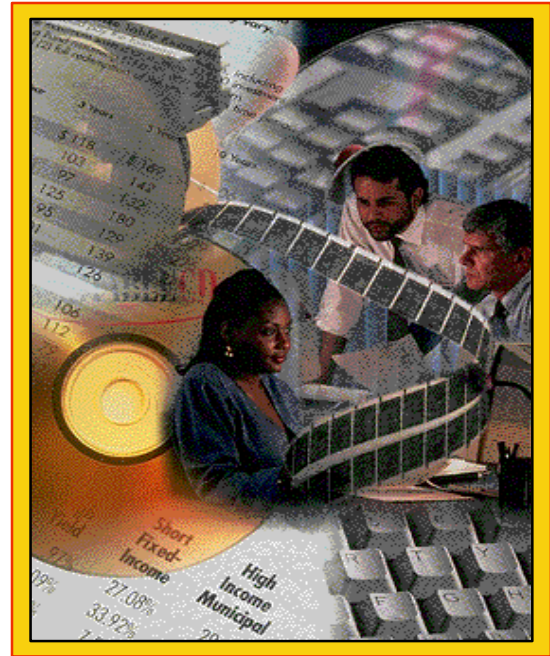


## Introduction

K-Tap Document Imaging, LLC is a document conversion service bureau, located near Annapolis, Maryland.

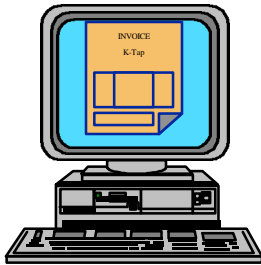
As a document conversion company we provide document scanning services for our clients who do not wish to acquire document capture technology or need to augment their existing in-house capabilities. In addition to scanning and conversion services K-Tap offers a full line of document imaging hardware and software.

K-Tap is a state certified small business and Minority Business Enterprise.



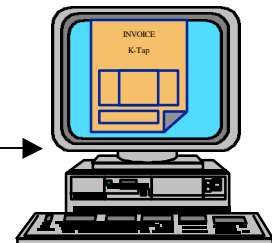
## Solutions

K-Tap is a electronic document management solutions provider. Which simply means we replace labor intensive, error prone paper files with computer driven digital document systems. These systems dramatically reduce the labor associated with the filing process, while delivering digital documents to the desktop within seconds. Some additional benefits are reducing the space required for paper files by up to 90%, elimination of out of files and misfiles, and a redundant file system for disaster recovery. While these solutions pay for themselves quickly, the biggest benefit of document imaging may be the intangible "better customer service".



### Markets

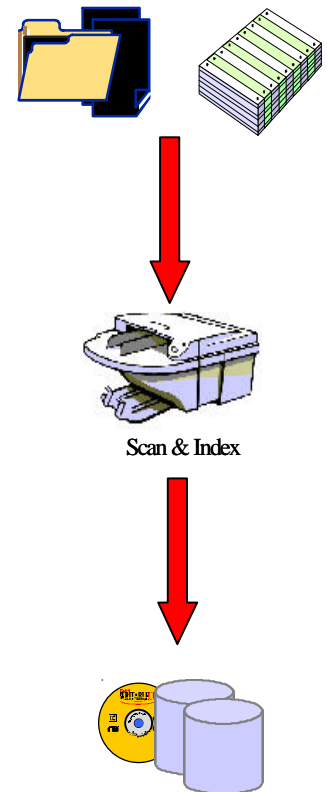
Commercial  
Insurance  
Legal  
Health Care  
Industrial  
Financial  
Government



K-Tap document capture services include:

- Document pick-up and delivery
- Document preparation
- Scanning (bi-tonal, grayscale, and color)
- Image enhancement
- Quality control
- Indexing (manual, bar code and OCR)
- Export to virtually any document imaging system or document image format, including Adobe Acrobat's PDF

To compliment our capture solutions, K-Tap converts computer output to disk (COLD) for use in Enterprise Report Management (ERM) systems. Auxiliary services like CD duplication and custom labeling compliment our conversion services.



## Hardware and Software



Document Imaging Hardware Including Scanners, Jukeboxes, RAID and Hybrid Imaging



Document Imaging Software Including Capture, Document Management (ASP, Client/server, Web-based) and COLD/ERM

