EQOS GLOBAL
EXPERT QUALITY OUTSOURCED SERVICES

Digitization Services

Your organization is in the process of moving files from paper to digital and you need an experienced digitization practitioner that will come along side you through the assessment, preservation, migration and conservation processes.

EQOS Global will help you organize, streamline and optimize your organizations data in a way that is cost effective, strategic and efficient. In addition, we will train your staff to take ownership of the entire process.

About our Company

EQOS Global was founded in 2017 in Addis Ababa, Ethiopia to provide forms processing and data entry services to organizations around the globe. We are fully focused on keeping our customers' data safe, their interactions with our software secure and their business protected.

Our team is led by a group of executives (primarily from the Philippines) with over 50 years of combined experience serving clients around the world. The data entry team is composed of top-performing Ethiopian graduates from top universities and each service delivery professional has completed a highly rigorous training program led by some of the world's top outsourcing experts.

EQOS Global is Ethiopia's first dedicated Digitization Services provider and is also committed to providing excellent employment opportunities for local Ethiopians. The digitization, archive management and data entry team is composed of top-performing Ethiopian graduates from top universities. Each service delivery professional has completed a highly rigorous training program led by the world's top experts.
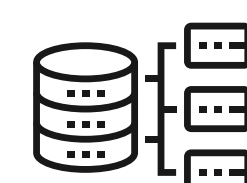
The EQOS Global Advantage

We've been doing this for a long time and we understand your team's pain points, so let us put our team to work for you on your organization's least complicated and time-consuming but mission-critical tasks.

- **World Class Expertise** - The EQOS Global management team has over 50 years of experience and is responsible for overseeing all aspects of the digitization and data entry processes.

- **Quality** - With our 95%+ accuracy guarantee, you can rest assured that our work will meet your team's needs. Our dedicated quality assurance team sits alongside both our digitization and data entry teams. Each digitized document is reviewed by three individuals prior to submission.

- **24-hour Availability** - We work around the clock so that you don't have to. Once the contract has been signed, our highly trained work will go to work immediately. Our service delivery team will sit on-site and will work until the job is complete to your specifications.

- **Speed** - Our expertly-trained team and best-in-class quality assurance processes allow us to process hundreds of thousands of pages on a weekly basis.

- **Security** - Your security is important to us and this is an obligation we take extremely seriously. Each project is conducted fully on-premise, and a dedicated staff of digitization, data entry and quality assurance professionals will be the only one's reviewing your company's information. Each file is protected with military-grade encryption during transit, and is protected on-premise with best-in-class cyber and physical security practices.

- **Price** - By basing our headquarters in Addis Ababa, Ethiopia, we are able to offer world class quality services at a price that is competitive with anywhere else in the world. Pricing for digitization projects starts at USD $0.01 per digitized page.
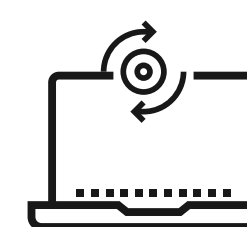
Digitization Services

Archive Management

Data Entry Services

EQOS Global provides digitization services, archive management and data entry services for organizations around the globe

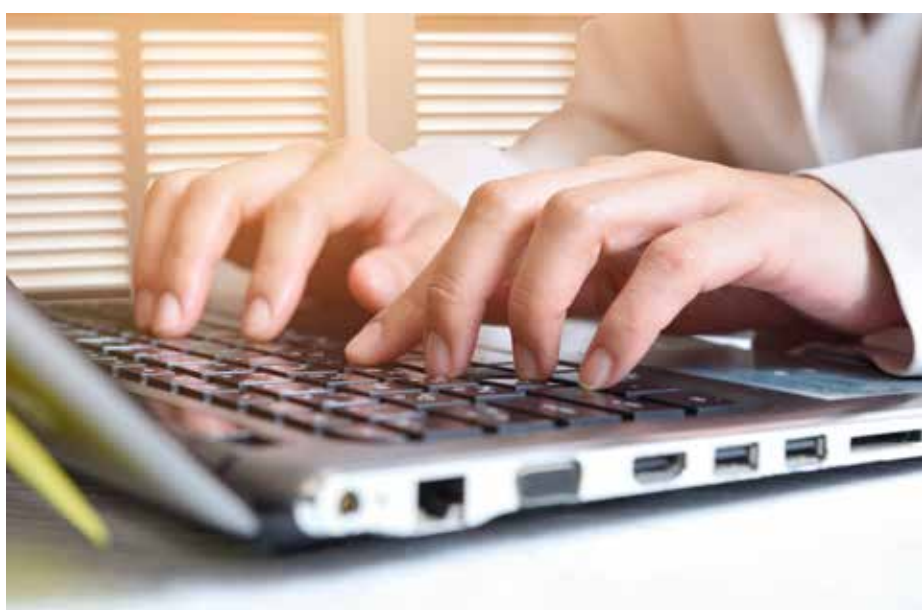## We offer the following services to our clients:

Digitization Services

Applications:

- We work with your team to move your files from paper to digital.
- Full design of digital processes to help you save cost, time and energy (as opposed to paper processes).
- Training of staff to take full ownership of newly digital processes going forward.

Archive Management

Applications:

- Comprehensive collections assessment.
- Design of user access utility (typically HTML-based).
- Migration of files (paper and digital).
- Charting conservation and preservation strategy.
- Training of staff to take full ownership of archive management processes going forward.
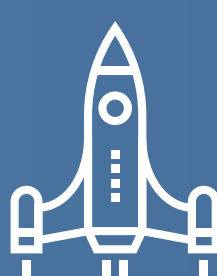
Data Entry Services

Applications:

- Clean-up of email distribution lists and membership databases.
- Basic data-based tasks
- Forms processing.
- Questionnaire processing.
- Linked-in and social media management.

The **EQOS Global Advantage**

Quality	Availability	Speed	Security	Price
95%+ Accuracy for all offerings, per our total quality promise	24/7 availability, work begins once contract is signed	Ability to process hundreds of thousands of pages weekly	No files taken off-premise, files transferred via secure portal	Most projects start at just USD $0.01 per digitized page

Contact us today!

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EY   Ascent
INSEAD

The Service Delivery Team