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The efficient management of data is one of the most important tasks that all businesses have to accomplish. As a business grows, so does the volume of data it handles. Data has to be managed in a way that it is easily retrievable. Data entry companies make your work easier with efficient solutions that help you maximize productivity and minimize cost.

Professional Data Entry Services

A data entry company offers data management services for a wide varied clientele that includes medical, legal, corporate, educational, media, government, and more. Important data entry services are provided are for:

â€¢ Text, numeric or alphanumeric entry

â€¢ Handwritten or printed materials

â€¢ Forms processing

â€¢ Images or hardcopies

â€¢ Electronic publications like e-books and e-magazines

â€¢ Insurance claims and property tax records

â€¢ Website content

â€¢ Surveys, questionnaires, company reports and airway bill entries

â€¢ Catalogs and business cards

Benefits of Data Entry Outsourcing

Data entry companies have data entry specialists who are experts in multiple areas including keyboard operation and handwriting analysis. Working with advanced technology, they can deliver timely solutions for both online and offline data entry, while maintaining the highest levels of accuracy. The team also comprises quality specialists who cross check everything in minimal time to ensure prompt and error-free results.

All text and numeric documents, whether handwritten or printed are entered in various formats such as Excel, Word, PDF, Access, database, HTML Format, text format, binary format, and ASCII format.

The proper format is maintained for all data entry: non-numerical data are given codes, numerical data is entered correctly, dates and time are entered in a consistent pattern, and special symbols are assigned to codes for missing values. Graphs and tables are provided for the meaningful summarization of the data. Outsourcing to the right provider ensures businesses a sound data tracking system, professional file management, and data back up. All solutions are provided in customized turnaround time.

Your precious data is safe when you outsource to a reliable business process outsourcing company. Information is safely transferred from client to service provider and vice versa using various secure web managed systems such as FTP upload, encrypted email or CD-R.

Outsource for Error Free, Low Cost Data Entry

One of the important ways professional data entry companies make your work easier is by helping you avoid common problems associated with data management. These include errors in entry, missing information and records, and lack of understandability and comprehensiveness. Such companies can also assure services at competitive rates as they can get the work done in their off-shore locations where costs are much lower.

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