



2701 Industrial Parkway, Suite 180, Elkhart, IN 46516  
Ph: 574-522-6595 - Toll Free: 800-GET-BOLT (438-2658)  
Fax: 574-522-1378 - Internet: [www.getbolt.com](http://www.getbolt.com)

**For your information - get Bolt!**

## **BOLT Policy on off-shore and on-line processing and indexing**

### **Systems:**

- Document Imaging
- Record Management
- Workflow
- Forms Processing
- Record Compliance
- Digital Archiving
- Web-based Systems
- Client-Server Systems

### **Scan & Index Services:**

- Letter & Legal Documents
- Engineering Drawings & Maps
- Microfilm, Microfiche
- Aperture Cards
- Bound Books
- Photos, Slides & Negatives

### **Serving These Industries:**

- Medical
- Legal
- Financial
- Insurance
- Municipal Government
- Military
- State & Federal Government
- Manufacturing
- Educational

### **Value Added Reseller of:**

- LaserFiche by Compulink
- Pixel Translations
- ScanVue
- Kofax
- Panasonic
- Bowe Bell Howell
- Ricoh
- Fujitsu
- Xerox/Visioneer
- EyeCom

The practice of utilizing off-site, off-shore, and on-line document indexing and processing is common in the document scanning, processing, and indexing industry - too often without the clients' knowledge or permission. BOLT Document Management recognizes that this practice can seriously compromise security, privacy, and compliance with various corporate policies and regulations, thereby exposing clients to potential liability and/or penalties. BOLT also recognizes that the above mentioned practices can seriously jeopardize the accuracy and quality of the final product. In consideration of the above BOLT adheres to the following policies:

- Ø BOLT Document Management certifies that documents, records, electronic images, and metadata belonging to our clients shall not leave our facilities and will remain under our direct control at all times. All document and record storage, preparation, scanning, processing, and indexing is performed inside our facilities by our employees.
- Ø No BOLT Document Management proposal, quote, estimate, or actual project is based on the use of third party personnel or off-site, off-shore, or on-line services. The only exception to the above rule would occur in the event that we are specifically asked and authorized by our client to do otherwise.
- Ø All BOLT employees involved in the transporting, prepping, scanning, indexing, and processing of documents and records have undergone background checks at the time of hire. All personnel involved with projects requiring confidentiality agreements will be required to sign the agreement which shall be stored in the project record. A copy of the signed confidentiality agreements will be sent by e-mail or fax to the client upon request.

BOLT understands the importance of maintaining the security and privacy of your information. We are also committed to providing you with the very best quality and accuracy. Please feel free to contact us if you have any questions or concerns regarding this policy.

Thank you.