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## CAPABILITY STATEMENT

WOMAN OWNED

HUB ZONE

SMALL BUSINESS ENTERPRISE

GSA

**doc2e-file provides document conversion, advanced data capture and systems for content and records management and workflow.**

**Our mission is to provide our clients with affordable access to business-critical data and documents with extreme emphasis on quality.**

**Our focus on records management and compliance is only part of the reason to choose doc2e-file, moreover it is our desire to partner rather than simply supply that sets us apart.**

## CORE COMPETENCIES

### RECORDS SCANNING AND ELECTRONIC RECORDS MANAGEMENT

Paper Scanning & Coding/Indexing	SAP / ARIBA Partner	Scan & Conversion Staffing
Microfilm/Fiche & Aperture Scanning	Document Storage	Damaged Document Recovery
Mobile Forms & Forms Processing	Data Management & Workflow	Data Capture (manual & automated)
Hardware & Software for Electronic Records Management	Hosted Electronics Records Management System	

## 25 YEARS OF EXPERIENCE

- ♦ AP and Purchasing/Contracts records
- ♦ HR and Benefit files
- ♦ Safety and Compliance records
- ♦ Engineering and Large Format documents
- ♦ Material Transfers
- ♦ Maintenance Records/Shut down and Turn Around
- ♦ As-Built Records and P & ID's
- ♦ Equipment and Asset files
- ♦ Claims and Legal Matter
- ♦ Right of Way and Permit files
- ♦ Well Files
- ♦ Work Authorization and Permit Files
- ♦ Environmental Files
- ♦ HSE Files
- ♦ Data Books
- ♦ Strip Logs
- ♦ Well Logs
- ♦ Division Orders

## KEY CUSTOMERS

OneGas	Kinder Morgan	Bayer	Baker Hughes
Entergy	Targa	Athlon	United Brine
UGI	Chevron Phillips	OneOK	Ovintiv
NISource	Dow	LNG	TC Energy
PSE&G	Marathon	Valero	Murphy Oil
NatGrid	BP	Texas United	

## INDUSTRIES

Utilities	Manufacturing
Medical	Higher Education
ISD's & Education	State & Federal Agencies
Legal	Finance
Research	Insurance
Bio-Science	Municipalities & Counties

**Scanning and Data Capture centered around compliance and accuracy!**

Integrity Management

GIS Mapping

MAOP

FERC

EPA