



THE INFORMATION MANAGEMENT GROUP

TIMG SCAN ON DEMAND

EASY, SECURE, DOCUMENT CONVERSION

In times of business disruption (such as a global pandemic), TIMG's secure document conversion services can help minimise the impact on your day to day operations.

In recent days, we have had several clients admit that they were unprepared for the COVID-19 crisis that is unfolding around New Zealand at present. Some customers now have no access to their physical documents and have stated that in hindsight they wished they had previously digitised their files and information.

When business continuity plans are activated you may have:

- Employees that are required to work from home but who still require access to physical documents that are stored offsite by a third-party provider
- Physical files that cannot be accessed by your team as they cannot be relocated from the office environment for security reasons
- Physical documents that cannot be accessed regularly by multiple individuals at a time.

To ensure that each of these scenarios are mitigated, TIMG can deliver a range of secure document imaging and e-Discovery options. Give your people quick, easy, 24/7 access to all the business information they require, at the click of a mouse.

BENEFITS OF DOCUMENT DIGITISATION



1. Reduce inefficient paper based processes



2. Access files quickly and securely

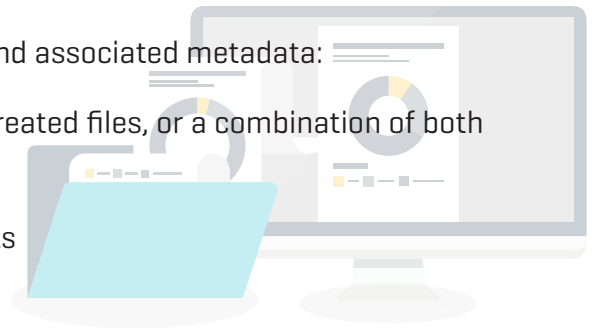


3. Decrease time spent on manual data entry

FILE DIGITISATION

Easily convert your business files and records to digital images and associated metadata:

- Digitisation of historical files and records, ongoing or newly created files, or a combination of both
- Quickly access information from stored documents
- Reduce manual searching and retrieval of files and documents



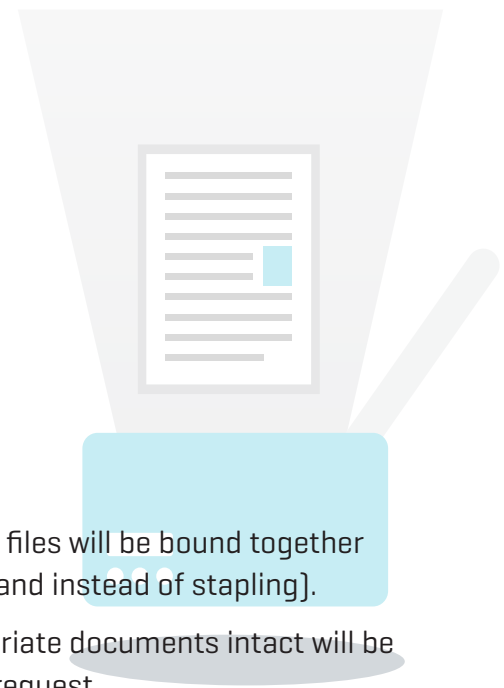
SCAN ON DEMAND PRICE LIST

INDICATIVE RATES:

- File retrieval as per standard contract rate
- Imaging: \$0.14 per page [includes preparation, indexing, scanning, quality assurance and upload]
- Digital file delivery: \$3 per file [includes encryption]
- File lodgement [or destruction] as per standard contract rate

PLEASE NOTE:

- No minimum number of pages required
- Rates are indicative only. A specific rate will be provided once the file has been sighted.
- Rates are based on A4 with staples, paper in good condition, black & white scanning at 300DPI resolution.
- Rates are based on no repatriation being required [i.e. paperwork will be returned in the same order but files will be bound together with a rubber band instead of stapling].
- Pricing to repatriate documents intact will be provided upon request
- TIMG is unable to guarantee normal delivery times in the current climate. Estimated delivery times will be provided at time of request

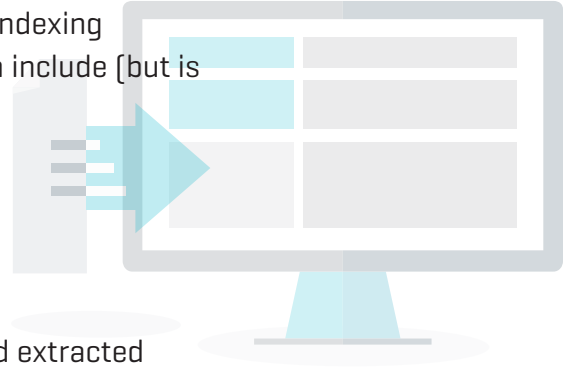


OTHER TIMG DOCUMENT CONVERSION SERVICES

DATA CAPTURE

Access enhanced data extraction services to assist with indexing requirements and to reduce in-house data entry. This can include (but is not limited to):

- New client contracts
- Application forms
- Invoices
- Once scanned and indexed we can provide images and extracted metadata in the required format for a seamless upload into your CRM, financial system, or ERP software.



OPENDISCOVER: E-DISCOVERY

OpenDiscover is a revolutionary e-Discovery platform that uses a simple Google-type search to find relevant documents quickly and with ease. Accessed online, you can utilise OpenDiscover anytime or anywhere.

A screenshot of the Open Discover web application. At the top, there's a logo with document icons and the text "Open Discover Find your documents - instantly". Below the logo is a "Search" heading and a search bar with the placeholder text "Search for text in a document or email...". To the right of the search bar is a magnifying glass icon. Below the search bar is a link for "Advanced Options". Underneath, there are several filter sections: "Categories" with a dropdown menu showing "All selected (6)"; "Search Method" with a dropdown menu showing "Search all words"; "Exclude keywords" with a text input field; "Matching" with three radio button options: "Strict keyword matching" (selected), "Fuzzy keyword matching (find similar keywords)", and "Wildcard (beta testing only - use * as wildcard)"; and "Date modified range" with a date picker and a "clear" button.