

## BPO Services

### Data Entry/Data Processing

Data is one of our most important resources but we do not always have it in the format required when needed. To make the data required readily available we provide data conversion services that include various solutions to convert data from one format into another. We work on both electronic and printed data.

We provide our customers with highly accurate and unique Data entry and processing services. Our services are valid for all kinds of textual data capturing which includes printed text, manuscripts, scanned images etc.

We do data entry:

- From paper/Books with high accuracy and speed
- From Image files in any format
- Business Transaction Data entry such as sales / purchase / payroll.
- Yellow Pages and White Pages Keying
- Data Entry and compilation from Websites
- Data Capture / Collection
- Business Card Data Entry into any Format
- Data Entry from Hardcopy/Printed Material into MS Office
- Strategic Data Entry into Software Programs and Applications
- Receipt / Bill Data Entry
- Catalog Data Entry.
- For Mailing List/Mailing Label.
- Manuscript typing into Word
- Taped Transcription into Word.
- Copy, Paste, Editing, Sorting and Indexing Data into any format.

### Forms Processing

FORM PROCESSING at Sirusti deals with both structured and non-structured versions of Form Processing. The tabular forms of structured forms are relatively easy to process. Non-structured forms are questionnaires or survey forms.

The service required by you helps us decide the tools to be used for form processing. This can also be done using manual data entry methods.

Some of these services are:

- Insurance Claim Form
- Medical Form
- Online Form Processing
- Payroll Processing
- Skip Processing
- Information Verification and Conversion
- Order Fulfillment
- Data Conversion

A step-by-step guide to the process makes it simpler:

- The forms required are downloaded from the clients' site
- Corresponding images are then loaded into the customized software
- According to the requirement a new database is created and the fields added are as per the needs of the client
- The data in the database is compared
- The entire process goes through a quality check

“Integrating  
Business  
with  
Technology”

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### 24/7 Customer Support

Considering Outsourcing your customer management business processes?

At Sirusti we provide our clients with state of art technical support, which includes customer service, product feature / services support and troubleshooting. We have hands on experience in technology support and support. Sirusti provide support for your customers on behalf of you. We are committed to providing the highest quality professionals to understand your business nature and provide the quality service to your business customers.

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