



Document Preparation

Paperless Integration

Skip Tracing

Technology Consulting

In a struggling economy it's more important than ever to control costs and optimize profit centers. Hard work is no longer enough to keep a business afloat; successful profit strategies now *require* innovation.

At Document Preparation Services, LLC, our service and solution teams combine proven technology and comprehensive understanding of the document domain to provide advanced outsourced document preparation processes through vision, creation and innovation. We invite you to discover how our comprehensive document preparation service teams can enable your organization to improve document preparation at significantly lower costs to free your valuable resources. In doing so we allow you to focus on "collecting paper" not "pushing" it!



52013 Snow Owl Court
Shelby Township, MI 48315
586.275.4870 ph
586.203.4349 fax
www.docprellc.com



"Creating value through insight, knowledge and proven talent"

Form Preparation Outsourcing Guide

Document
Preparation

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Technology at work for you

CONNECTING YOUR BUSINESS TO THE TECHNOLOGY RESOURCES YOU NEED

Your documents are essential assets that play a vital role in successful daily operations. DPS specializes in providing quality, streamlined and efficient off-site document preparation at a fraction of our clients internal cost.

Utilizing the latest technology, DPS is able to provide you with a virtual work force that is able to securely log into your back office system and perform many of the same tasks that you currently thought could only be

completed in house. Many of the documents, forms, and review processes that files/accounts go through only require a human touch in order to prepare, process or advance the file. DPS provides that human touch by first traveling to your place of business to conduct a complete end-to-end analysis of your specific needs. On-site training ensures that the job will get done exactly the way you want it to every time, without exception.



CUSTOM SOLUTIONS

No two companies are alike and neither are their needs. At DPS we don't believe in trying to fit your square business into our circle hole solution. We establish clear objectives and work with you to develop a system that will work and reap benefits for you for years to come.

\$AVINGS THAT MAKE \$ENSE

- NO FEDERAL PAYROLL TAXES
- NO STATE PAYROLL TAXES
- IMPROVED WORKFLOW
- NO INSURANCE/HEALTH BENEFITS
- NO HR DOCUMENTATION
- ADD SHIFTS WITHOUT OVERHEAD
- NEVER ANY VACATION OR SICK PAY

flexible solutions for your business needs

DOCUMENT PROCESS ANALYSIS

Whether you use government, court, medical, or proprietary forms, the fact remains that hundreds, possibly thousands, of man-hours are spent on preparing your forms. Document preparation, can be as simple as having the correct data put in the right field or as complicated as having entire reports prepared, analyzed and printed. The key to a successful document cycle is understanding the relationship between the documents and the business they effectuate.

WE INSIST ON VISITING YOUR PLACE OF BUSINESS TO DEVELOP A RELATIONSHIP THAT YOU CAN TRUST



WEB ADVANTAGE

Our services provide you with a virtual workforce that can keep your business going 24/7 without ever making any infrastructure or employee changes. From document preparation to back office system work our skilled and highly trained staff will have your office on schedule and running smoothly.

TAKING THE NEXT STEP

Contrary to popular myth, DPS believes that outsourcing isn't about what you can take away from business – it's about what you can add. Although most clients start



looking for an outsourcing provider, they soon find that what they actually need is a an outsourcing partner. The reason is obvious: the very nature of outsourcing makes it a large commitment over an extended period of time. While we pride ourselves on executing specific tasks

SEAMLESS INTEGRATION STARTS WITH UNDERSTANDING

Before we examine how your document process works from the outside-in, it's important that you find the answers to some questions from the inside-out.

- What is the purpose of each document and after being prepared where does it need to go?
- Will this document leaving the office?
- Will it be returning?
- Is a physical or digital backup required?
- Where are the bottle-necks in your business process?

we also understand that most clients are really looking for something much more; they are trusting DPS to deliver fast, predictable results while playing an important role in your company's future. We begin by working with clients to clearly define the desired business objectives. You can begin by calling toll free 1-877-362-8111 for your free consultation to find out what DPS can do for!

BIG RESULTS, SMALL COST

Whether you produce 100 or 100,000 documents a day, DPS can help you manage and secure your document process to ensure the most efficient use of time and resources.

