

# BUSINESS PROCESS OUTSOURCING SERVICES



## FOCUS MORE ON **WHAT MATTERS TO YOU.**

Business process outsourcing (BPO) has commonly been associated with marketing, payroll, and IT services. People think of outsourcing their most mundane tasks no matter how long it takes to learn, but what's most important in outsourcing is the efficiency of your chosen partner. Back office tasks such as **document management activities, forms processing, document classification, and other repetitive tasks** directly impact headcount, expediency and customer service. We work in a **high-production, results-driven environment** with stringent training programs, and we're able to perform tasks that other firms may request increased headcount and longer processing times.

Efficiency isn't our only priority. Processing highly sensitive information is a key component of our services. Providing services on-site or off-site, our teams undergo **stringent security training, federal level fingerprint background checks, and security training in multiple compliance areas** such as CJIS, HIPPA, FINRA, and more.

B | R | A | D | F | O | R | D  
D | I | G | I | T | A | L



Security. Control. Quality.

[www.BRADFORDSYSTEMS.com](http://www.BRADFORDSYSTEMS.com)



## THE RIGHT HANDS **TO IMPROVE WORKFLOW.**

We gladly help our clients **develop and execute a series of automated actions for a business to improve their everyday processes.** When your work flows, you can concentrate on getting more done and focusing on the things that matter most for company growth and success. This applies to paper, electronic and hybrid systems.

**Workflow automation is a key component of our outsourcing capabilities.** Our team of business process outsourcing experts are able to analyze specific workflows within your departments and launch trained staff to improve and execute. Those tasks include:

- **Weekly, monthly, or quarterly document scanning**
- **Forms processing and data extraction**
- **Document & file audits**
- **Document classification**
- **Information governance**
- **File room management & more**

