

*Outsourcing*



**DATA****MAX**  
*advancing the way you do business™*

## Maximize your best resource for producing and managing important documents.

As your business evolves, the need for a streamlined process to create, revise, order and produce necessary documents continues to grow. Finding the right outside provider is key to the ongoing success of your business.

Datamax is the experienced supplier for all outsourced document needs. From basic forms, newsletters and mailers, to complex litigation, multi-page booklets and large volume printing, we handle it all. Our fully integrated system provides a cost-effective, efficient solution that is customized to your requirements.



Our remote capabilities allow you the freedom to request anything from a simple everyday form to a specialized print job. We even offer you the opportunity to build your in-house capabilities to fit your company's level of growth. Datamax completely understands the process and has developed and refined comprehensive document solutions for a variety of industries.

*Datamax provides your company with these outsourcing benefits:*

*Easy, online order submission and helpful tracking* - Datamax provides remote access for ongoing orders of specific forms and other documents. By simply submitting an order for a designated amount of forms, Datamax can immediately process and ship anywhere around the globe. We can create a personalized website devoted to online ordering that works seam-

lessly with your corporate site. Our system includes a tracking element to allow you constant access to your order from submission to completion. You can be assured of order and shipping confirmations for a thoroughly managed order process. You save time and energy with this streamlined system. Datamax can also add specifications to your order, such as special binding, a change in quantity or other needed options.

*Color printing choices ranging from business to graphics quality* - Datamax has the capability to not only provide your company with a larger scope of color printing options, we will also deliver your project faster and more economically than our competitors. We utilize state-of-the-art output devices to print everything from corporate manuals, complicated presentations, booklets and just about any other printed material your company requires. Datamax also provides in-line finishing alternatives, such as saddle stitching when your assignment demands a professionally completed piece. We can develop a customized output strategy to fulfill on an ongoing basis according to your company's printing needs.



***Print on demand*** - Request and receive special jobs on time and on budget

Datamax delivers print on demand capabilities for any project. With our Internet submission capability, your completed print job is only a few clicks away. Our cost-effective resources offer you more options when faced with tight deadlines and unexpected surprises. We can and will meet your timing objectives and deliver exactly what you need. We have built our business with the area's top document experts as well as the most advanced printing software and equipment to provide our customers with the highest quality product.

***Outsourcing resource*** - Handle printing overflow with a trusted source

Misjudging a tight deadline or a large print volume can be a costly mistake. Let Datamax be your first call when your workload is beyond normal capacity. We can perform simple printing or more complex finished documents. And Datamax can deliver according to your timing and budget commitments, offering pickup and delivery as an added convenience.

***Forms management*** - Store electronic versions of forms without waste

Our forms management system offers you an alternative to storing extra inventory and having to throw away outdated forms. Datamax has created a more efficient way to update, manage and request all the forms your company uses. We can even create single- or multi-part documents based on each form's use. Enjoy unlimited, electronic access to the forms you need exactly when you need them instead of dealing with excess paper storage.



***Specialty printing*** - Find the right solutions to the most difficult, hard-to-print jobs

Datamax provides cost savings for more intense printing projects. We simplify and automate the process to help you better manage all printing projects. A variety of finishing specifications, such as tab insertion, color inserts and saddle stitching can be combined from digital and/or hard copy originals to create a completely finished document. Datamax specializes in producing documents with variable data and large print streams. We conduct a database evaluation before we print the document to eliminate unnecessary mistakes.

***Developing in-house printing*** - Incorporate a well-developed plan for in-house printing capabilities

Datamax can perform cost comparison analysis to help you evaluate your company's printing requirements to create an on-site print shop. To build the most efficient operation for your company, we set up a workflow plan and help you discover all the costs involved from actual personnel hours to logistical requirements. Our Documents division offers you specialized equipment training, ongoing technical support and other customized services to create a solution to meet your exact needs.

**Datamax Value Statement:**

Datamax is a single solution provider structured and continuously investing to bring together all of today's leading technologies that include documents, networks, applications and outsourcing. We offer more possibilities and functionality to improve workflow and process efficiency throughout your company. We are not general solution providers. Our focus is dedicated to select markets where our years of experience unite your technology investments, people resources and outsourcing into one cohesive strategy. Our charter in everything we do is to help our customers increase sales, improve customer service, reduce cost and ultimately grow bottom line profitability.

## Services

### Convenience

- Project pickup and delivery
- Online job requests through a secure, FTP web site
- E-mailed job status notifications

### Document Imaging

- Complete scanning and conversion of paper documents into electronic images placed on CD-Rom or other media

### PDF Expertise

- High speed PDF capture to form searchable images
- Cataloging and full text search of multiple PDF document collections
- Organize and create document collections on CD-Rom
- Produce an exact copy while maintaining document integrity
- Added security to protect your documents

### Special Services

- Folding, perforating
- Score, cutting, die cutting
- Saddle stitching, collating
- Laminating, shrink wrap

### Digital Printing

- Color
- Black & White
- Any document size from business card to exhibit size



documents



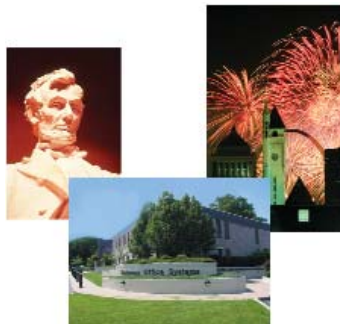
networks



outsourcing



applications



*A St. Louis Office Solutions Provider Since 1955.*

# DATA MAX

*advancing the way you do business™*

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

6717 Waldemar Avenue | St. Louis, MO 63139

800.325.9299 | f. 314.633.9465