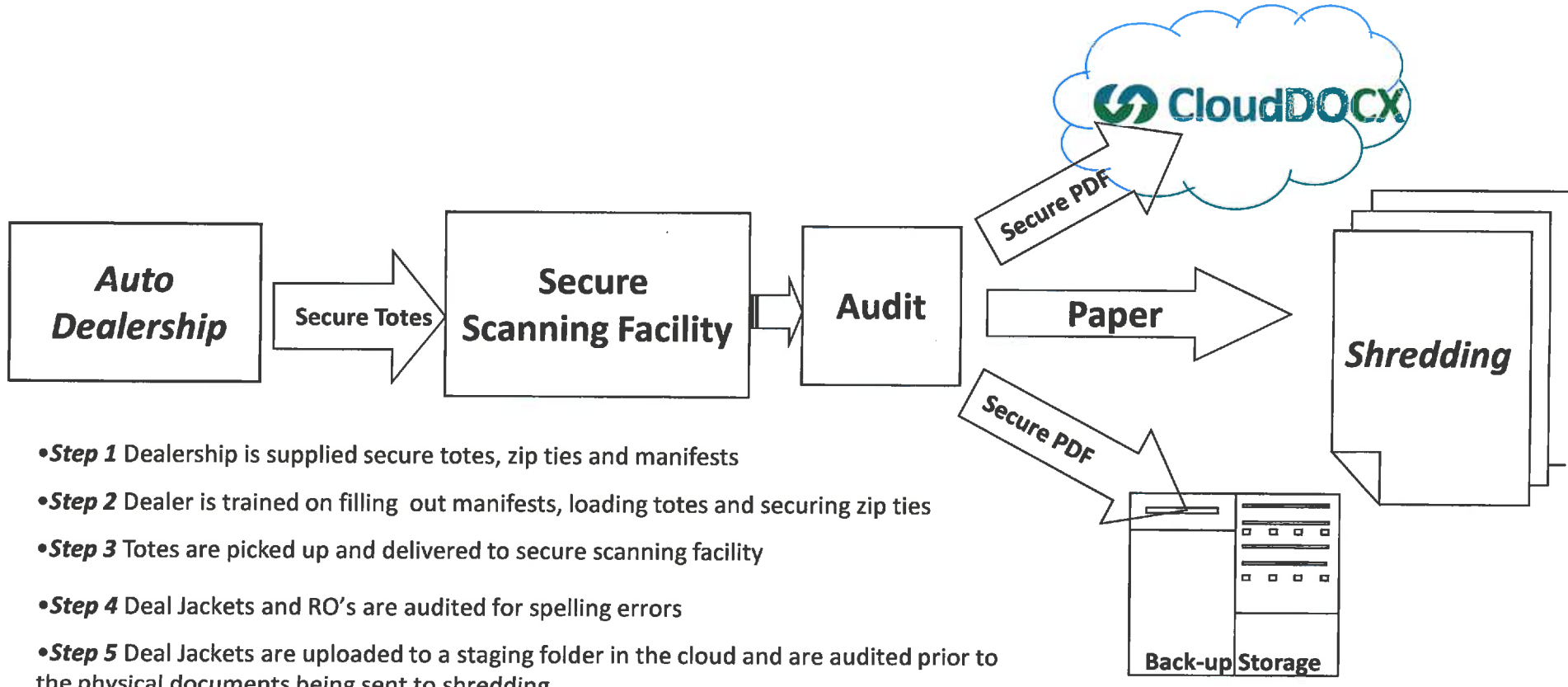


Chain of Custody



- **Step 1** Dealership is supplied secure totes, zip ties and manifests
- **Step 2** Dealer is trained on filling out manifests, loading totes and securing zip ties
- **Step 3** Totes are picked up and delivered to secure scanning facility
- **Step 4** Deal Jackets and RO's are audited for spelling errors
- **Step 5** Deal Jackets are uploaded to a staging folder in the cloud and are audited prior to the physical documents being sent to shredding
- **Step 6** The system checks for any damaged PDF's and that the PDF has been OCR'd
- **Step 7** Totes received and are checked against manifest
- **Step 8** Documents enter scanning process of prep, scanning, QC and audit
- **Step 9** During Scanning a backup file is sent to fully redundant RAID server
- **Step 10** Files are uploaded to CloudDOCX
- **Step 11** Documents go to secure shredding department and a certificate of destruction is issued



Hear What Other Auto Dealers Have To Say

Subject: Reference?
From: "Office - Laurie Helfrich" <office@mullane.com>
Date: Fri, October 28, 2011 1:03 pm
To: <mbrower@mydigitaloffice.net>

Hi Mark,

Anytime.....I think you know how hesitant we were to "let go" of our document control and it turned out to be the best move we could have made. Funny you emailed me today....we just got rid of our storage facility this morning...your organization just saved me another \$1500 per year! I should be your poster child!!

Laurie
