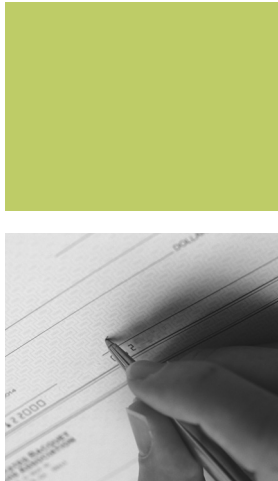


Document Imaging Services for the Financial Industry



ABOUT IKON

IKON Office Solutions, Inc., a Ricoh company, integrates document management technology, software and services to deliver tailored, high-value solutions, implemented and supported by our team of services professionals.

IKON leverages the manufacturing and engineering expertise of Ricoh, a global technology innovator, with the experience and reach of our locally based sales and services teams.

IKON provides end-to-end solutions and one of the industry's broadest portfolios of document management services, including on-site and off-site managed services, technical service and support, and customized workflow design and implementation.

1-888-ASK IKON
www.ikon.com

IKON / Banking on Document Conversion

Many financial institutions have found that digitizing their documents enables them to maximize the use of their information and accomplish a greater number of goals with fewer internal resources — saving time and money.

When it comes to document imaging, the paper-intensive activities inherent to the financial industry need the kind of expertise that only IKON can offer. IKON converts documents from any type of original media — paper, roll film, or microfiche — to digitized images, ready for import into your electronic document management system (EDMS).

We have extensive experience converting a wide variety of files including loan records, signature cards, retirement accounts and personnel files. IKON can also assist during a loan sale or acquisition when a massive amount of new documentation is quickly needed.

Whether scanning documents at the bank site or converting documents from another EDMS, IKON offers speedy integration of new images and data into your document management system.

IKON is able to offer efficient digitization of your documents — either on-site at your location or at one of our secure

document processing centers across the country. Leverage the strength of IKON's national presence and mobile on-site teams to ensure your document conversion meets your timetable.

IKON meets your demand for confidentiality and strict security as well as timely access — necessary requirements when handling original financial documents.

IKON's open architecture enables us to scan and index documents to meet the requirements of any electronic document management system.

We perform one-time document conversions as well as on-going, day-forward conversions.

IKON's flexible and comprehensive imaging services can help you focus on what you do best — running a successful financial company.

To learn more about IKON's Commercial Imaging Services, contact your local IKON representative.



A RICOH COMPANY

Document Imaging Services



IKON's National Document Processing Centers

Imaging Expertise and Best Practices

IKON has consistently delivered world-class service and results by understanding our customers' unique business requirements and applying best practices to consistently meet those needs. IKON has experience digitizing a variety of files for its clients in the financial industry, including:

- Loan documents
- Retirement accounts
- Personnel files
- Accounts payable

Security and Confidentiality

IKON's procedures and protected facilities are designed to ensure that your documents will be kept secure and confidential through the entire project. Each employee has completed a background check, drug testing, and confidentiality agreements. IKON trains its staff to be compliant with HIPAA standards for handling confidential health insurance-related documents.

All facilities use the same policies, procedures and equipment. From the moment that documents are collected until they are returned, IKON tracks the files throughout the process. And IKON transports your documents with its own fleet of vehicles and drivers. Your documents won't endure the uncertainty of travel on a common carrier.

Turnkey Project Management

IKON assigns an experienced project manager and operations team to every imaging project, so projects proceed as planned, and clients have a single point of contact for regular communication.

Technology — Producing Superior Documents

IKON has built strong digital competencies to match the demands of your business. Our digital experts stand ready to support you. In fact, IKON's project managers and technicians manage over 50 million images a month in our network of locations. IKON's advanced imaging technology allows us to achieve high levels of accuracy and quality.

On-Site and Off-Site Conversion Services

IKON's customers know that IKON is always ready with flexible, scalable conversion services. Our network of national document processing centers and dedicated on-site operation teams guarantee that you get the kind of personal attention you expect from a trusted local resource — backed by our global presence — to ensure business continuity and flawless execution of your projects. Any size production, any time, any place.

To learn more, contact IKON at 1-888-ASK-IKON or visit us on the web at www.ikon.com.

