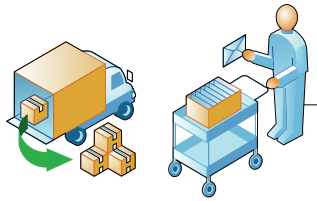
DOMA Conversion Process

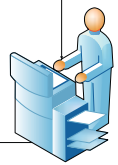


From the first stage of receiving and intake, boxes can be picked up by our local staff, arrive by mail, or delivered directly by local customers.

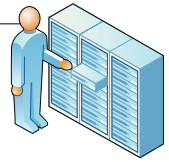
Boxes are bar-coded and inventoried as they enter our secure warehouse. Our entire corporate facility is protected with various levels of access control and closed-circuit video surveillance monitoring.

Individual documents are prepped for imaging, and given an initial quality control review.

Documents are electronically imaged via high-speed document scanners. The scanned images are quality reviewed and uploaded securely to the DOMA SaaS application.



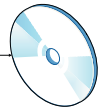
DOMA's SaaS Application is located in a world-class data center located in Richmond, VA. This SAS70 Type II facility ensures the security, integrity and availability of our technology infrastructure at all times.



A final quality control review takes place once the document imaging process is completed.

Once the document conversion process is completed, documents are either returned, securely shredded or moved to a long term storage facility.

Electronic documents are provided to the customer via the DOMA SaaS Application, or made available on CD/DVD/HDD media.



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