KONICA MINOLTA

One-stop Business Process Outsourcing Service

End Document Chaos • Save Time for Core Tasks
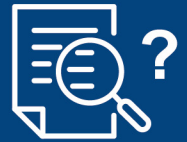
Challenges

Non-core tasks hinder productivity

High storage cost of hard copies

Need of smarter document management

Hard to search for files

Service Scope

Konica Minolta's Business Process Outsourcing(BPO) Service provides a wide range of document services including professional scanning, digitizing, systemizing, indexing, secure storage and disposal with ISO certification standard.

ISO 27001 Certified — Information Security Management System

ISO 9001:2015 — CERTIFIED COMPANY

Print and mail jobs

- Data processing, mail merge, programming and printing services
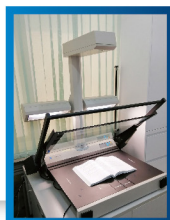- Lettershop
- Dispatch to post office

Microfilm scanning

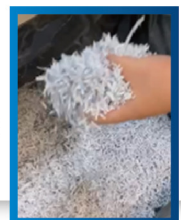- Support microfilm and microfiche conversion services

Document scanning, image/ data conversion, capturing and indexing

- On-site service at customer's office
- Off-site service at Konica Minolta iTransform Station

Document storage and disposal

- Proper handling of confidential documents from receiving, delivering to storage
- Disposal of paper documents securely in accordance with customer's information security requirements

Why Konica Minolta?

High Efficiency
Experienced project management team to meet the tight schedules

Top Class Equipment
Professional scanning equipment is used

Innovative and Customized Solution
Provide tailor-made, systematic and digitalized solutions

Information Security
Workflow procedures comply with ISO27001 standard guidelines

Contribution to Society
We offer job opportunities to local youth or the underprivileged to support their career development

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iTransform Station

Konica Minolta has initiated the BACKME Program (Business And Community Konica Minolta Enterprise) since 2014. The program targets at society contribution by recruiting the youth for BPO operations.

TRANSFORM STATION
Scan • Index • Social Enterprise

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HONG KONG EMERGING SERVICE BRAND

i = Image
(i.e. transforming the document to electronic format/ image)

i TRANSFORM STATION
Scan • Index • Social Enterprise

i = The Youth/ Underprivileged
(i.e. "I" am willing to "transform" myself to excellence)

Social Mission

To support career development of the youth/underprivileged through providing appropriate working opportunity.

Contact us for more information at 2565 8181 (Press2 > 8)

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Konica Minolta   Search

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