



THE COMPANY - AN OVERVIEW :

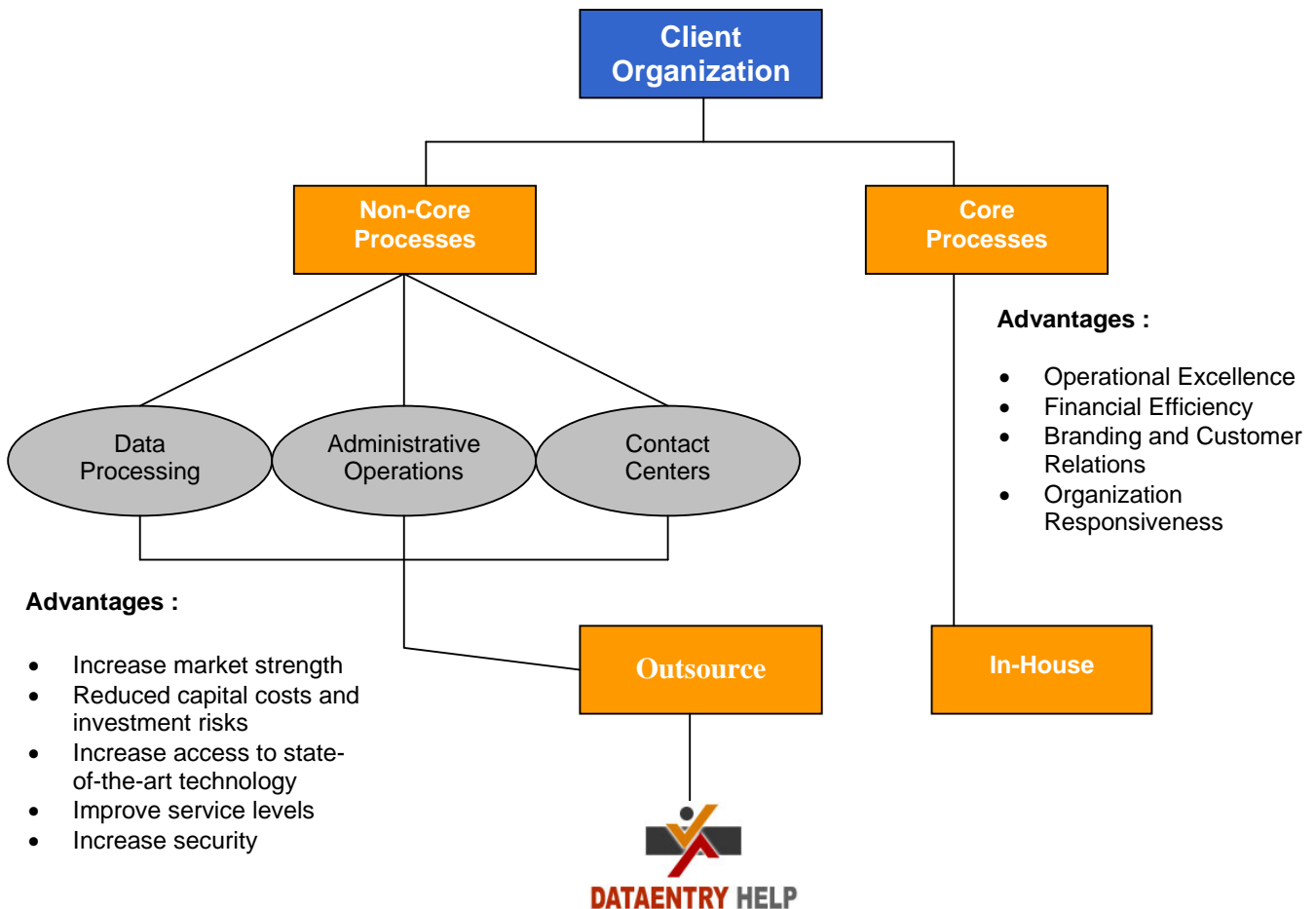
Global Associates, a leading Business Process Outsourcing (BPO) company, provides specialized solutions in Online/offline Data Entry, Data Conversion/Processing, Website Designing Services.

We have been assisting global customers since 2002 through a perfect combination of proprietary workflow systems, state-of-the-art technology, innovative staffing, prompt delivery and compensation models. We aim to provide excellence and value for money secured outsourcing services to all our clients by simply adopting very simple basics.

Our Mission & Vision :

Mission : Our mission is to provide Fast Turn-around services at competitive rates with integrity and commitment to our clients using the optimum technology and best people.

Vision : Our vision is to be the best BPO service provider of Data Processing/Conversion, Website Design and the best partner for progress in communities that we are located in.





We Offer Services In Following Domains:

Data Entry Services



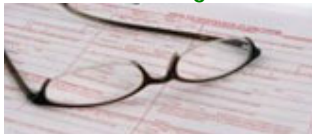
- Data Entry
- Online Data Entry
- Offline Data Entry
- Image Entry
- Insurance Claim Entry
- Image Editing Service

Data Conversion Services



- Data Conversion
- Book Conversion
- PDF Conversion
- CAD Conversion
- Document Conversion
- XML Conversion
- SGML Conversion
- HTML Conversion
- Catalog Conversion

Data Processing Services



- Data Processing
- Form Processing
- Insurance Claim Processing
- Check Processing
- Image Processing
- OCR Cleanup
- Survey Processing
- Data Mining
- Data Cleansing

Web Design and Development



- Dynamic Website Design
- Static Website Design
- E-Commerce shopping cart
- CMS Design
- Search Engine Optimization
- Search Engine Marketing
- Link Building

High Quality, Time Bound, Cost Effective Data Entry / Processing Services

Global Associates offers high quality, cost-effective data processing services ideally suited to high volume data entry applications such as data base and mailing list compilation, key from images, data extraction from web, electronic publication, file conversion etc.



Data processing/Conversion Output Versatility :

We can deliver data in any of the structured file formats such as MS Word, MS Excel, PDF, XML, or any proprietary software format client prefers. The files can be sent by e mail, in CD, DVD or directly uploaded through FTP server.

We give top-most priority to meet client requirements under any circumstance. Many of our clients have complemented us for accomplishing their voluminous and complicated projects within the deadline, with 100% accuracy and data quality.

Pricing :

Pricing is always a crucial aspect of any project and one of the major deciding factors for accepting or rejecting the proposal. We offer our services at a very competitive rate with high quality and fast turn around time. To have an idea of our price on various services please refer the below table.

Services Offered	Weekly Hours	Hourly Rate in USD	Discounted Weekly Rates	Accuracy achieved
Data Entry, Offline & Online Data Entry	48	\$7.00	\$325.00	99%
Data Processing and Insurance Claim Processing	48	\$7.00	\$325.00	99.9%
Data Mining / Web Research Services	48	\$7.00	\$325.00	99%
Catalog Processing and Online Product Entry	48	\$7.00	\$325.00	99.9%
Image Processing, Data Mining	48	\$7.00	\$325.00	99.9%
Scanning/OCR, Proof-Reading and Data Conversion	48	\$6.00	\$280.00	99%
Web Designing, Logo Designing and Banner Designing	40	\$9.00	\$425.00	As per clients requirement



Business Process :

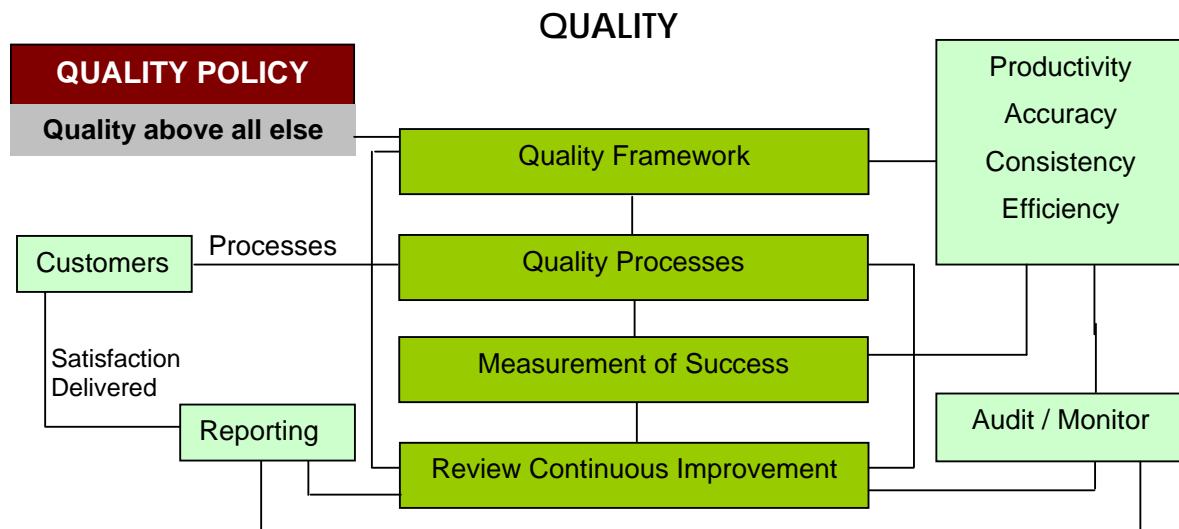
- Understanding customer requirements
- Designing information transfer, training methodology and standard operating procedures
- Online collaboration method decided for project management
- SLA (Service Level Agreement) approved with productivity, delivery schedules, team size and ramp-up plan
- Quality Audit
- In time Delivery
- Reports on productivity and quality

Why Outsource To Us ?

Quality :

We have a focused quality group that evaluates processes internally based on a checklist of requirements, defined by the customer.
 Daily quality results are communicated and shared with the customer and all stakeholders.

Our simple quality mantra is based on this work flow model :



**Operational Facilities :**

At Global Associates we have built our infrastructural facilities at a superior level, ensuring that the company stays on the razor's edge of technology.

Our Facilities :

- Carpet Area of more than 6000 Sq. ft.
- Adequate storage area with full Security
- Adequate fire safety system
- Ergonomically designed furniture
- In-house recreation facilities.
- Two Large Secondary Production Centers

Our Equipments :

- Over 160 Work Stations at present with a capacity to increase
- Hard Disk and back up capacity of more than 2000 GB.
- Round the clock power supply with backup facilities.
- 100 Mbps / 1 Gbps Ethernet operated LAN

Security and integrity policy**Security :**

We have stringent data security and protection policies matching industry standards to prevent any unauthorized access to your data. We also ensure privacy of the clients' mission-critical data and information. A *Non Disclosure Agreement (NDA)* may be signed if the client prefers.

Integrity :

As the core of any great company is a set of well-defined values and beliefs that guide the definition of the behavior, systems, and practices required to achieve the business goals. A strong corporate culture assists in attracting and retaining talented people. As on par with others, to be a successful organization, we tailor a positive and pro-active approach towards the clients and the executives we are dealing with.



OUR TEAM

In House Staffs : We have 150+ well experienced & highly skilled technical persons with proficiency in English who are experienced in handling time bound projects with high authenticity. We can even mobilize more technical manpower as and when required.

At present we offer to partner with clients in identifying talent from the entry levels to the top management cadre. Following will be our strength of manpower

- 24 X 7 days Serviceability
- In-house technical support team

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