

SHORT ON STAFF TO SORT, SCAN OR SHRED DOCUMENTS?

SHORT ON SPACE FOR ADDITIONAL STAFF OR EQUIPMENT?

SHORT ON TIME TO FOCUS ON YOUR CORE COMPETENCIES?

WHATEVER YOUR CHALLENGE, TEK INTEGRATED WORKFORCE SOLUTIONS IS THE ANSWER.

**Whether you need three employees or three hundred, TEK Industries can provide a skilled, reliable workforce and resources when you need them to assure the success of your project—on budget, on time.**

### How Do We Do It?

- If a project comes out of nowhere and you need an affordable way to ramp up quickly, TEK has existing facility space, a readily available labor pool and equipment in place to immediately address your needs—and save you money.
- Our dedicated labor pool at the Nebraska State Penitentiary is uniquely flexible and stable, with highly trained workers able and willing to work any combination of hours and days as needed.
- Need 50 skilled workers this week, eight the next and none over holiday break? Flexible staffing is no problem with TEK as your workforce resource.

### TEK—The Anti-Temp Agency

Tired of training, managing (and often replacing) temporary workers who might or might not show up the next day? Never use a temp agency again. With TEK as your partner, you have access to two complete facilities and a skilled, *cost-effective* and flexible labor pool managed by our on-site supervisors. We take labor-intensive, high-cost, non-value-added processes off your hands, so you can focus on your company's core competencies.

### What Can TEK Do For You?

- Document processing (scanning, sorting, data entry, kitting, labeling)
- Call center services (answering customer calls using a prepared script)
- CD rom (data conversion)
- Data capture services
- Direct mail services
- Printing and assembly (binders, labels, name tags)
- Packaging and distribution
- Storage solutions

**THE CHALLENGE:** A major health care company employs a staff of 30 people whose sole job it is to receive handwritten forms and associated paperwork from patients, sort them, scan them digitally and enter pertinent information for filing and indexing into a computer system. The challenge? The company is experiencing rapid growth and needs more and more employees to complete the scanning work, but the cost to continue hiring new staff is too high. They tried a temp agency, but attendance was not good and the quality of work was below the company's high standards. Plus, it was just too expensive and time consuming to manage the temp workers internally. Not to mention, the company also is running out of space in the office to house additional staff.

**TEK'S SOLUTION:** When meeting with the health care company's scanning supervisor, TEK Industries determined that the most "painful" task his department faced was finding the staff to sort all of the paperwork. TEK was able to take on the department's extra sorting load, completing it faster, better *and at a lower cost* than the temp agency—making the TEK staff a true extension of the company's scanning department, used only as needed. A scanning operation was set up at one of TEK's facilities. Once the materials were sorted and scanned, the digital images were sent via the Internet to the financial company for data entry. Managing this sorting and scanning process from a TEK facility solved the company's space issue as well. All of this added up to an affordable, total workforce solution that allowed this health care company to focus on its core competencies.

**Online Webcam and Report Monitoring Gives you Control over Off-Site Projects!**