



THE SOCIAL ENTERPRISE

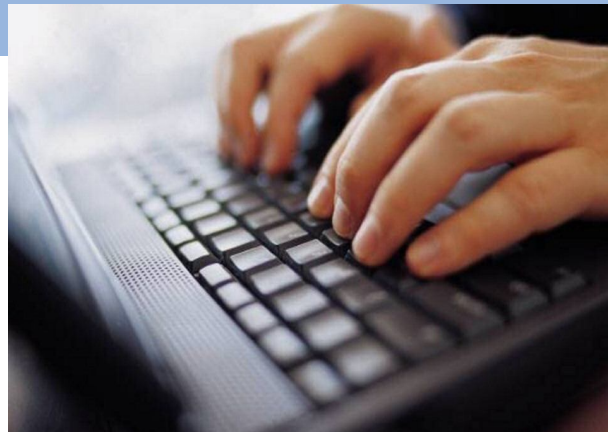
Improving Lives and Communities

Red Oak Industries is a social enterprise, committed to funding community-based behavioral health services with an integrated workforce. These efforts employ persons with disabilities in productive roles in support of this mission. Choosing Red Oak Industries for your business needs helps us achieve our goal of helping others while providing you with industry-leading data and document management services.

We are also committed to working with organizations in becoming more environmentally friendly by moving your document and data management to a digital, paperless format.

Red Oak Industries Facts

- ROI is a non-profit Data and Document Management company based locally in Indiana.
- Fully integrated workforce, creating a workplace where non-disabled and disabled work in unison.
- Provides Comprehensive Data and Document Lifecycle Management.



When you work with Red Oak Industries for your document imaging, data entry or mailroom services, you are giving back to the community while receiving industry-leading services that will assist your organization in reducing overhead, document storage and labor costs.

It is a true Win/Win.



MAILROOM PROCESSING/PRE-SORTING

Why use Red Oak Industries for your mailroom services?

To Expedite Document Processing: Our staff is trained to perform highly focused, repetitive mailroom tasks to execute the most effective mailroom services at the lowest cost. Efficient mailroom services accelerate the payment and documentation process, allowing you to improve your business practices and customer services capabilities.

Reduce Personnel Expenses: Outsourcing your mail processing needs to our specialized staff ensures the greatest possible efficiency and eliminates labor expenses for in-house mail sorting.



Red Oak Industries offers processing of billing, medical, government, school and other assorted documents and mail/marketing media. Red Oak Industries can also provide pre-sorting operations of many types of media. All work is done in our secure facility, with included pickup and drop-off done by bonded drivers in company vehicles.



What To Expect

- o Efficient Processing
- o Dedicated staff trained in repetitive tasks
- o Project modeling to minimize movements
- o Secure environment for mail safety
- o Inactive address identification when needed
- o Government and medical document processing experience and expertise
- o 3D Mail assembly available
- o Workflow tracking to ensure accountability

Why Red Oak Industries?

When you work with Red Oak Industries for your mailroom services, you are giving back to the community while receiving industry-leading services that will assist your organization in reducing overhead, document storage and labor costs.

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NEARSOURCING THAT WORKS

Why look to Nearsourcing for your needs?

Whenever you choose to work with an outside consultant or vendor to avoid costly hiring and development of talent in-house, you are outsourcing work. Every successful business uses outside vendors to be efficient and focus on their core competencies. However, nearsourcing may be a better term if you are choosing a company that is both close to you and using a local US-based workforce to achieve goals.

Red Oak Industries utilizes its highly skilled Indiana workforce combined with technology and innovation to offer world-class document imaging, data entry, lockbox processing, presort processing, mail handling and data mining services.

Contact us today to schedule your free analysis and quote to move your manual tasks to a cost-effective, specialized company partner.

Shannon Castetter

(812) 341-5116

Shannon.castetter@centerstone.org

Benefits of Nearsourcing

- o Scaleable, Skilled Workforce
- o Supports Local Jobs
- o Reduce Labor and Equipment Costs
- o Experience
- o Lean Six Sigma for efficient workflows
- o Free pickup/delivery for most locations
- o Benefits Non-Profit Behavioral Health

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Red Oak Industries
720 N Marr Rd, Columbus, IN 47201

812-378-8364 (p)
www.redoakindustries.com





DOCU•NYM CLOUD STORAGE

Tagline

Red Oak Industries is a provider of Docu•nym – a scalable and easy to integrate document management solution securely hosted in the Cloud for emerging and mid-market companies as well as departments of large private or public entities.

Docu•nym incorporates flexible workflow process management, OCR processing and batch scanning capabilities in one affordable package.

Red Oak Industries and Docu•nym can help your organization to convert expensively labor intensive, manual operations to efficiently automated, error-proof workflow processes utilizing this proven technology.

Key Docu•nym Features

- Browser-based document management and workflow.
- Role based security
- Full audit trails
- Full File data encryption
- Concurrent parallel workflow
- Microsoft Office integration
- Apple iPhone integration
- Annotations, redactions and shielded views of documents
- Single document scanning
- Barcode batch scanning
- Upload documents through the web or FTP
- Automatically capture and load emails
- Automatically full-text OCR of documents
- Easy search and retrieval
- Store any file type
- Custom workflow capabilities
- World Class storage and redundant backup

Schedule a Demonstration

Contact us today to schedule a demo of this of this amazing Document Storage Software.

Shannon Castetter
(812) 341-5116
Shannon.castetter@centerstone.org

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DOCUMENT IMAGING / HIGH-SPEED SCANNING

High speed scanning gets your organization moving faster.

The bottleneck to moving from paper documents to a fully electronic system is often the process of scanning and indexing existing documents. While it is easy to do small quantities daily, getting caught up on a backlog of documents often leaves employees frustrated and business processes paralyzed as they wait for full conversion of critical information.

Red Oak Industries offers high speed scanning services that includes document pick up, drop off, destruction when required and optional indexing based on your needs and the system you use.

Organizations that move to electronic documents enjoy more efficient document management, can leverage existing information more effectively and efficiently, have better security for documents, are more environmentally friendly and save money on storage and retrieval.



What To Expect

- Up to 40,000 scans per hour
- OCR - Optical Character Recognition
- ICR - Intelligent Character Recognition
- OMR - Optical Mark Recognition
- Color or Black and White
- Can scan almost any size document
- Document destruction included
- Pickup and drop off included
- Secure and confidential

Why Red Oak Industries?

Red Oak Industries has highly trained document imaging specialists and programmers to meet the needs of customers with the most accurate results.

When you work with Red Oak Industries for your scanning services, you are giving back to the community while receiving industry-leading services that will assist your organization in reducing overhead, document storage and labor costs.

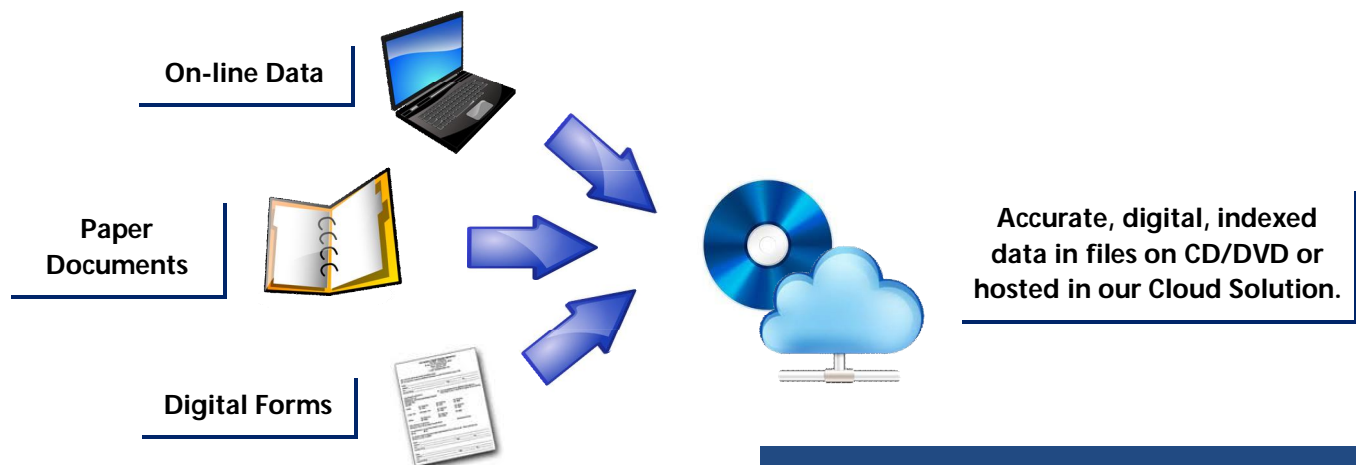


DOCUMENT INDEXING & DATA ENTRY

How Does Data Effect Your Organization?

Your data is only valuable if it is unlocked from information silos and put to work in your organization to drive decisions, efficiency, marketing and sales. Information about customers is likely the single most important asset you own today.

Red Oak Industries works with you to move your mission critical data from silos, whether it is in paper or electronic formats, and put them into tools and databases that give you the power to efficiently leverage your data to achieve your goals.



Why Red Oak Industries?

Red Oak Industries has highly trained data entry specialists to meet the needs of customers with the most accurate results.

When you work with Red Oak Industries for your data entry services, you are giving back to the community while receiving industry-leading services that will assist your organization in reducing overhead, document storage and labor costs.

What To Expect

- 99.99% accuracy on verified data
- Double-key verification
- Fast and Affordable
- Accurate data entered in less time
- Industry-proven workflows
- Support for most formats
- Load data into any system
- Meet compliance regulations





LOCKBOX PROCESSING

Secure, Fast and Accurate Remittance

Red Oak Industries offers fully secured and verified custom lockbox processing services.

With years of experience providing lockbox services to businesses and government entities, we are your ideal solution of quick turnaround with accurate and secure processing of payment collections.

Using industry-standard methods, we receive, sort, process and directly deposit payments with quality assurance procedures, bonded dedicated lockbox staff, timely reporting and secure processing/storage facilities with 24/7 video surveillance and alarm systems.

If you wish to reduce labor costs, equipment costs, increase accountability, accuracy and ensure quick, accurate payment processing, contact us today.



Payments made by mail to lockbox P.O. Box



Securely processed and verified



Directly deposited into your bank account



Same-day information and reporting



Immediate reconciliation for accounts receivable

Why Outsource Lockbox?

Trusting your remittance processing to a dedicated and experienced facility eliminates courier, vehicle, employee and hardware costs to you.

Our dedicated staff allows custom workflows and reduced error rates, as well as timely reporting of receipt and deposits.

Outsourcing offers better cash flow and lower expenses for your business.

Why Coleman?

Red Oak Industries has highly trained document imaging specialists and programmers available to meet the needs of customers. Our high levels of security and quality assurance procedures both ensure you will get the best and most accurate results.

When you work with Red Oak Industries for your data entry services, you are giving back to the community while receiving industry-leading services that will assist your organization in reducing overhead, document storage and labor costs.

