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Duns #: 137036252

Cage Code: 3KVVW1

NAICS: 541930, 561410, 561110

POC: Bernadette Coley

Certifications:

- **Women Owned Small Business (WOSB)**
- **Minority and Women Business Enterprise (M/WBE)**
- **Small Business Enterprise (SBE)**

Capability Statement

BUSINESS SUMMARY:

For over 20 years, Compudex has converted audio files, videos, handwritten or typed copy into electronic format utilizing software programs such as Microsoft Office Suite. The electronic format allows businesses, doctors, attorneys, and individuals to have a permanent record of data for the purpose of research, reference, or recall.

CAPABILITIES:

Quality Transcription and Word Processing (including but not limited to):

- Medical Recordings/Documents (HIPAA compliant)
- Focus Group Meetings (all types)
- Legal Communiques
- Reports/Letters
- Resumes/Curriculum Vitae
- Technical/Business Manuals
- Manuscripts
- Corporate Shareholder Meetings
- Research/Thesis Papers
- PowerPoint

FACILITIES AND EQUIPMENT:

Highly qualified staff comprised of independent contractors: transcriptionists, editors, proofreaders, and computer technicians. They work from their secured remote home office. Independent contractors are equipped with a secured computer that is HIPAA compliant, medical software that checks spelling prior to proofing, printers, fax machines, and any other resources which will enhance work efficiently to meet strict deadlines. Some of our guiding principles are to provide an accurate, prompt, courteous, and flexible service. Compudex believes that every client's project is special and highly confidential, whether required by law or not. All staff members are based in the United States and work is never sent to other countries.

EXPERTISE:

The combined educational and training levels include technical /business schools as well as graduates of colleges and universities. My staff consists of mature individuals that are working in the business/medical field for many years. A prerequisite for employment is the signing of a disclosure and confidentiality agreement. References are thoroughly checked prior to employment.

CUSTOMERS:

SEE ATTACHED

SUMMARY:

Compudex has a proven track record in the transcription business because of our long history successfully servicing clients. Working on different types of projects builds confidence so projects are methodology approached with ease. Our clients comprise many different sectors and we effortlessly adapt to each client's unique needs. We are resourceful and use means such as the internet, books or other materials to successfully get the job done. Providing outstanding service is very important to us. No project is too big or too small.