

PRESS RELEASE

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FOR IMMEDIATE RELEASE

SCANNING INTO LAMBETH'S CLAIMS HANDLING SYSTEM

In 1998/99 Lambeth Council adopted the LACHS system (Local Authority Claims Handling System). This system allows all claims made against the Council to be scanned and indexed by insurance policy year to enable ease of storage and access to the information.

Scanning did not get under way until 2002 and when Maureen Dennie, Assistant Risk Insurance Manager, identified a backlog of documents that needed adding to the LACHS system, she decided to outsource the work to a document scanning company.

Maureen selected Preview from a shortlist of six companies. In the very early stages of the project, Preview's Account Manager for Local Government met with Maureen to explain to her how Preview would undertake the work. Maureen commented that it was very helpful to have the project explained in 'plain English'.

As some of the work was of a highly sensitive nature, these files were handled by only one operator and the source documents were then securely destroyed after scanning.

Lambeth had originally estimated that there were approximately 40,000 documents... this subsequently turned out to be nearer 100,000.

Whilst the job was being undertaken, Maureen found that she needed to



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refer to some of the files. Preview retrieved the files, scanned them and Maureen was able to view the scanned images within 2 days of her request.

"I was impressed by the way in which Preview took the time and trouble to visit me with the CD and show me exactly how to search for documents and how they looked on the screen. The job was well done. It certainly resolved my document storage issues - all the images were contained on only ten CDs and these will be loaded into the LACHS system."

London Borough of Lambeth web site: <http://www.lambeth.gov.uk>

Preview web site: <http://www.previewservices.co.uk>

COMPANY BACKGROUND

Preview Services Limited (www.previewservices.co.uk) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales aid leasing companies, airlines, engineering firms and government agencies.

Based in Hanworth, Middlesex the Company operates one of the UK's leading document scanning bureaux and is developing innovative and cost saving solutions for document management.

This Press Release is available in electronic format on request.

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