

PRESS RELEASE

London, 14th December 2004
FOR IMMEDIATE RELEASE

PREVIEW SERVICES INTRODUCES PROOF OF DELIVERY SCANNING SERVICE

Preview Services Limited today announced the introduction of its new Proof of Delivery Scanning Service targeted at distribution companies in the food distribution and FMCG sectors.

A proof of delivery (POD) needs to be readily available when it is needed, more often than not at short notice. The benefit of the Preview POD Scanning Service is that paper source documents can be rapidly transformed into digitised images, ensuring that the POD can be located quickly when dealing with requests for confirmation of delivery. This, in turn, speeds up the cash receivables process.

Preview will collect or take delivery of PODs as often as necessary and process them on high speed scanning equipment at the nearest Preview data centre.

Scanned PODs are stored digitally - the images can be indexed and transferred to CD or uploaded directly to a LAN from where any POD image can be printed, faxed or emailed to the enquiring party. Alternatively, Preview operates a unique web hosted system, eView+ which enables PODs to be viewed from anywhere, only a few hours after the delivery.

"We can gather paper PODs from diverse locations across a distribution network and have them scanned, indexed and available for



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viewing on our eView+ web-archive network within 24 hours of the delivery," said Chris Wilde, Managing Director of Preview Services. "We believe that the POD scanning service will be of particular value to FMCG distribution companies because it addresses the perennial problems of ...

COMPANY BACKGROUND

Preview Services Limited (www.previewservices.com) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales and 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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