

Reviewing paper documents without a Bibliographic Database is like driving around an unknown city without a Navigation System. The coding database facilitates searching, filtering and categorizing documents which increases the efficiency of document review manifold. The chances of missing any relevant documents is reduced to a bare minimum. The result is that the overall cost of the document review will be significantly lower than doing so without bibliographic coding data.

GLOBAL Coding goes through three stages of quality checks. A continuous feedback system within the coding team ensures consistent work product all of the time. Our coding team is one of the most experienced teams in the industry. We are capable of unitizing and coding over 1,000,000 documents a month with the capacity to scale it much higher.

Our team has dealt with numerous complicated projects and have developed programming skills to deliver load files and data files in any client specific formats such as LFP, OPT, DII, DAT as well some XML formats for client specific review tool requirements.

#### **Our standard deliverables include:**

**Name Normalization** Every variation of a person's name is normalized to a single name, after critical examination of each occurrence in a document and ensuring that it does apply to the same person. We also provide a list of Names appearing in the population. This will facilitate decisions regarding your search criteria and will find all the relevant documents regardless of how the name appeared in the document.

**Enhanced Title** Our coders will create a Subject for documents which do not have a Subject line. We read portions of the document, comprehend it and create a Subject, if desired by our clients. For form type of documents like Invoices, Delivery Notes, Contracts, etc, we follow client defined instructions for creating the Subject Line for such documents, and we also normalize these Titles such that it has the identical format including spaces and dashes.

#### **Optional Services :**

Name-in-Text coding, Key Word coding

Redaction

Conversion from PDF to Tiff, Tiff to PDF, Single page to multipage, Multipage to single page

Creation of Searchable PDF from TIFF

**Data Analysis:** Number of documents containing each Author and Recipient names, Number of Documents in year range or date range, Number of Documents by Document Type, Number of Documents by Characteristics, etc.

Load file conversions

- | **Logical Unitization**
- | **Bibliographic Coding**
- | **Auto Coding**
- | **Manual Coding**
- | **Mentioned Names / Key Words Coding**
- | **OCR & Searchable PDF**
- | **Bates Capture**
- | **Redaction**

