January 25, 2006

In today's business world keeping your advantage over the competition is an ongoing initiative. Business owners must continue to find ways to innovate their business processes in order to reduce cost, improve efficiency and customer service. Technology, if implemented correctly, has proven to be a useful tool. Document imaging in particular has always demonstrated the ability to improve the bottom line. Unfortunately, until today, document scanning and management technologies have always been too costly to implement; allowing only the largest of companies the opportunity to realize the benefits.

Since 1999, iScan has been committed to providing affordable & customized scanning solutions to small and medium size business. Our solutions have helped the real estate industry tremendously due to its paper intensive environment. Inspired by State and Federal optical document storage legislation and the DRE's release of its optical records retention articles (Article 4, section 2729, 2729.5) iScan has developed a customized system to help brokers deal with their overwhelming paper challenge.

Not only does scanning help reduce storage cost and save space, it assures brokers that they will have access to any document they need within seconds if a legal issue arises. Here are just some of the benefits you can expect:

- **Conformity with California DRE article 4, section 2729 record retention regulations.**
- **No recurring storage costs. (Iron Mountain)**
- **No document retrieval costs. (Iron Mountain)**
- **Safer permanent storage of documents, longer shelf life, better security and disaster recovery.**
- **Instant access to documents, and ease of use.**
- **Savings on duplication, transmittal, and destruction costs.**
- **The ability to print, fax, or email any document with the click of a button.**
- **Easy one click PDF conversion for collaboration and email.**
- **More Space!**

As your business grows so will your need to manage your documents and reduce liability exposure. Having a solid document management strategy will not only reduce liability but will increase your businesses ability to provide excellent customer service.

Our flexible service fee structure, incorporating volume and multi-location discounts has proven to be a win-win relationship for both iScan and our clients. I am confident of the value we bring with our solutions and would be happy to install a trial system at one of your office locations at no cost to you; and allow the system to be tested to your satisfaction.

I welcome the opportunity to meet with you to further discuss and explain the benefits of document imaging and our service options.

Sincerely,

Hazzem Sikta
Executive Vice President
iScan Services Corporation

iScan Services, Inc
Real Estate Transaction File Management Service
GOLD Program – Full Service Program Overview

Why choose this service:

- Addresses the paper file cost issues for growing offices.
- No re-accruing cost
- Search for any file by: Property Address, Agent name, date closed etc.
- Print, fax or email any document.
- Save valuable space
- Reduce off site storage cost
- Reduce liability from lost documents
- NO Technology Costs or Capital investment
- Everything is included for one low transaction Fee
- The advantages go on and on…

What we do for you:

- Weekly pick up of closed transaction files
- Scanning and indexing completed by our professionals
- Monthly DRE compliant Archiving (permissible in court)
- ALL DRE compliant issues handled by iScan staff
    - Correct procedures
    - Correct file formats and compression
    - Imaging Logs
    - DRE compliant Archive CD for litigation
    - Guaranteed by iScan

- CDs of each property file for agent / client use
- SimpleDOX Document Management System
- Document Management Power Station for your internal use
- Real Time uploads of each document as they are scanned to your local office.