

# Global Data Solutions

CORPORATE | GOVERNMENT | LEGAL

“Maestro delivers high-quality and sustainable business solutions by integrating the appropriate combination of talent, processes and technology that increase our partners’ performance, efficiency and profitability”

At MST we understand one solution does not fit all. We listen, learn and build sustainable solutions tailored to the needs of your organization.

## SERVICES

### Corporate

#### Image Processing Services

Convert Hard Copy Data, Microfilm Images, and other media to electronic format.

#### Form and Document Indexing

#### Back Office Support Services

Data Conversion  
Forms Processing  
Data Entry  
Custom Solutions integrating Skill,  
Process and Technology

#### Document and Form PII Redaction Services

#### Contract Management Services

#### Audio and Video Transcription

#### Translation

Legal Documents  
Manuscripts  
Manuals

#### Digital and Prepublication Services

#### Needs Assessment and Solution Consulting

#### Archived File Data Capture Services

### Legal

#### LDD/Unitization

#### OCR and OCR manual quality control

#### ICR

#### Bibliographic Coding

#### Subjective Coding

#### Data Analysis Services

#### Translation OF Legal Documents and Filings

#### Transcription

#### Contract Management

#### Electronic File Conversion

#### Back Office Support Solution Integrating Skill,

#### Process and Technology.

#### Redaction

## WHY MST

*There is a reason why MST is one of the fastest growing providers in the market today. Our integration of talent, process, and technology combining substantial experience, depth of knowledge, the newest technologies and innovative workflows allow us to successfully execute the simplest to the most complex projects efficiently and effectively in turn lowering our partners costs and increasing their operational efficiencies.*

VALUE | QUALITY | PUNCTUAL | CONCISE | SECURE | US/OFFSHORE RESOURCES

