



Experts in Transforming Documents into Accurate Digital Data

Move Beyond Paper

Since 1976, our mission has been to help people make better decisions with data by providing expert document conversion, processing, and management services. We serve the federal government and organizations of all sizes from our office located just outside of Washington, D.C. ILM streamlines document workflows by creating customized solutions to fit detailed requirements.

Point of Contact

Jason Cohen

 540.898.1406

 sales@ilmcorp.com

 www.ilmcorp.com

Services



Digital Mailroom

PO box management, lockbox services, and customer response programs in order to turbocharge mail-to-digital workflows



Data Entry & Indexing

Our refined, repeatable process is capable of capturing paper documents, microfilm, and wide format documents



Document & Form Scanning

Streamlining the process of generating electronic data with a suite of tools such as double keying, OCR, and forms processing

Process



Collect Materials

Upload via secure cloud, send by UPS or Fedex, use our driver, or establish a PO box for incoming mail



Digitize

From double key data entry to forms processing, we make data usable and accessible electronically



Deliver Usable Data

Processed data will be ready for integration into existing databases and content management systems

Business Information



SBA certified
HUBZone
small business



Contract Holder
Contract 47Q SMA19D08P3

SOC 1 Type II
SSAE18
Certification



ISO 9001:2015

Certified Quality
Management System

Proven Track Record of Performance

Federal



Department of Defense



Department of Homeland Security



Export-Import Bank



Federal Election Commission



US Agency for International Development



US Patent and Trademark Office

Commercial



ABB



Citibank



Capital One



The New York Times

Nonprofit



American Chemical Society



St. Jude Children's Research Hospital

Core Competencies

- Document conversion
- Forms processing
- OCR/ICR
- CASS presorted mailing
- Inbound fax processing
- Data entry
- Lockbox services
- Micographic conversion
- Wide format scanning
- Custom, laser letter generation

Primary NAICS

- 518210** Document Processing; Hosting; and Related Services
- 561410** Document Preparation Services
- 561990** All Other Support Services

Contact

1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA 22401

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CAGE Code oRZS6

DUNS 089120133

ILM Corporation  www.ilmcorp.com

