



CIVIL TWILIGHT, LLC

**IMAGING
STEP BY STEP**

Friday, September 9, 2005

Leading the way to a new day of documentation



Understanding Your Process

- Do you file and retrieve documents routinely?
- How much time does filing and retrieving paper documents consume?
- Are employees losing time chasing missing files?
- How much of an impact would instant access to files have on your bottom line?



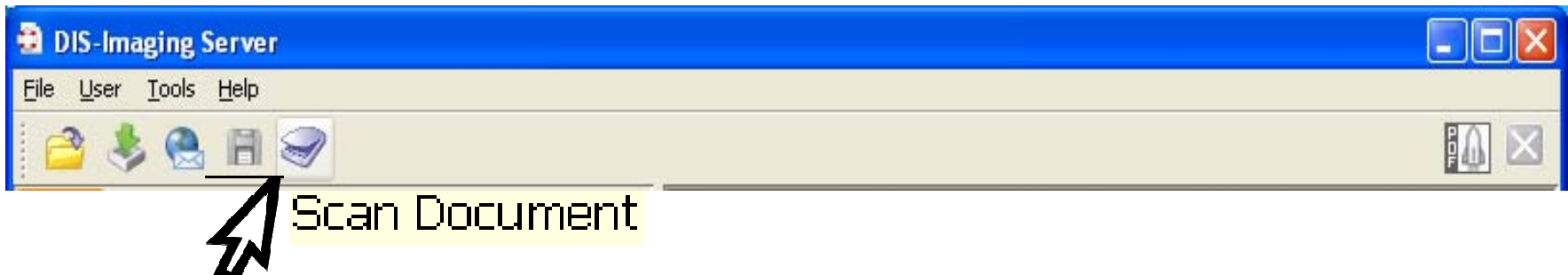
Why Image

- **Imaged documents can be viewed instantly by multiple users simultaneously** - retrieval time and “carrying costs” are dramatically reduced
- **Increase employee productivity** - end the search for “missing” documents
- **Improve your level of customer service** - faster access means faster answers
- **Reduce storage and file room costs** – eliminate staff time spent shelving, pulling and re-shelving files. Old files can be moved off-site to less expensive storage once they are imaged
- **Better access equates to better preparedness** – auditors and others can quickly view applicable documents



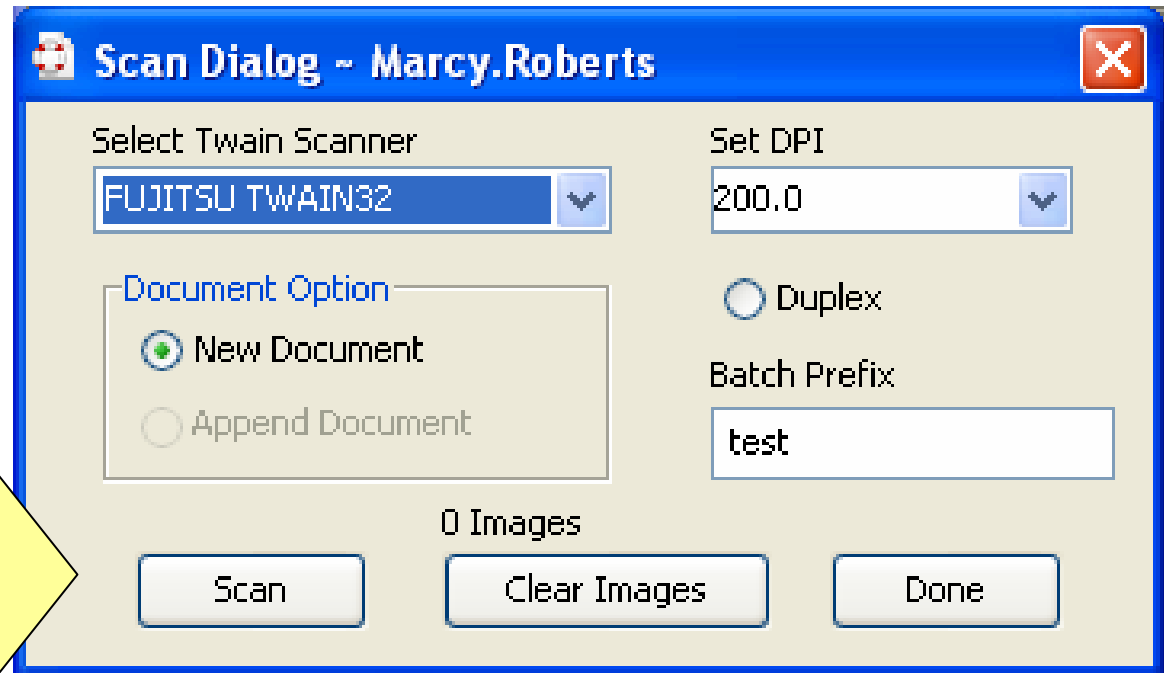
Step 1

Select the Scan Button from the DIS-
Imaging Software Tool Bar



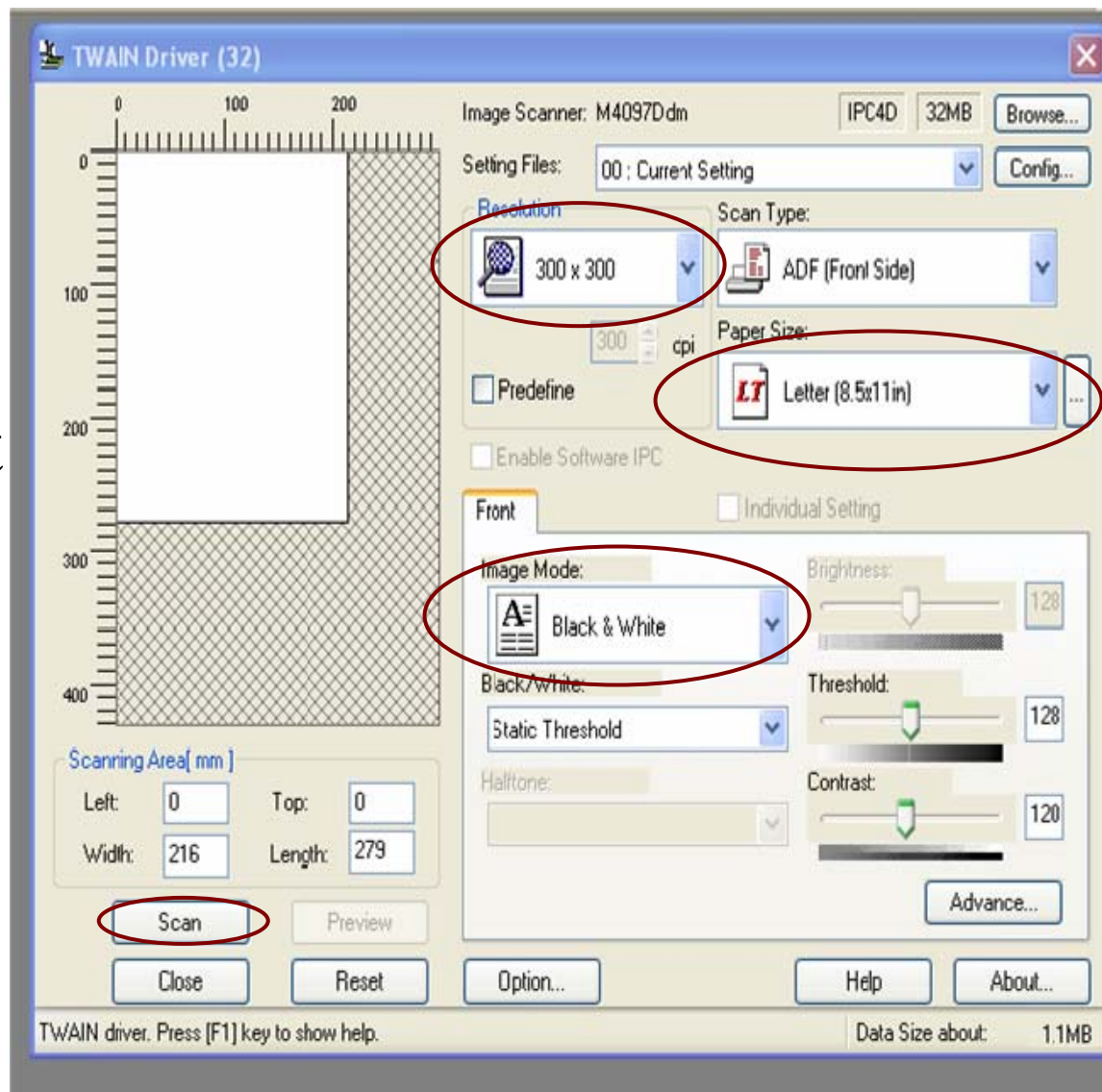
Step 2

Choose your
Scanner and
set your DPI



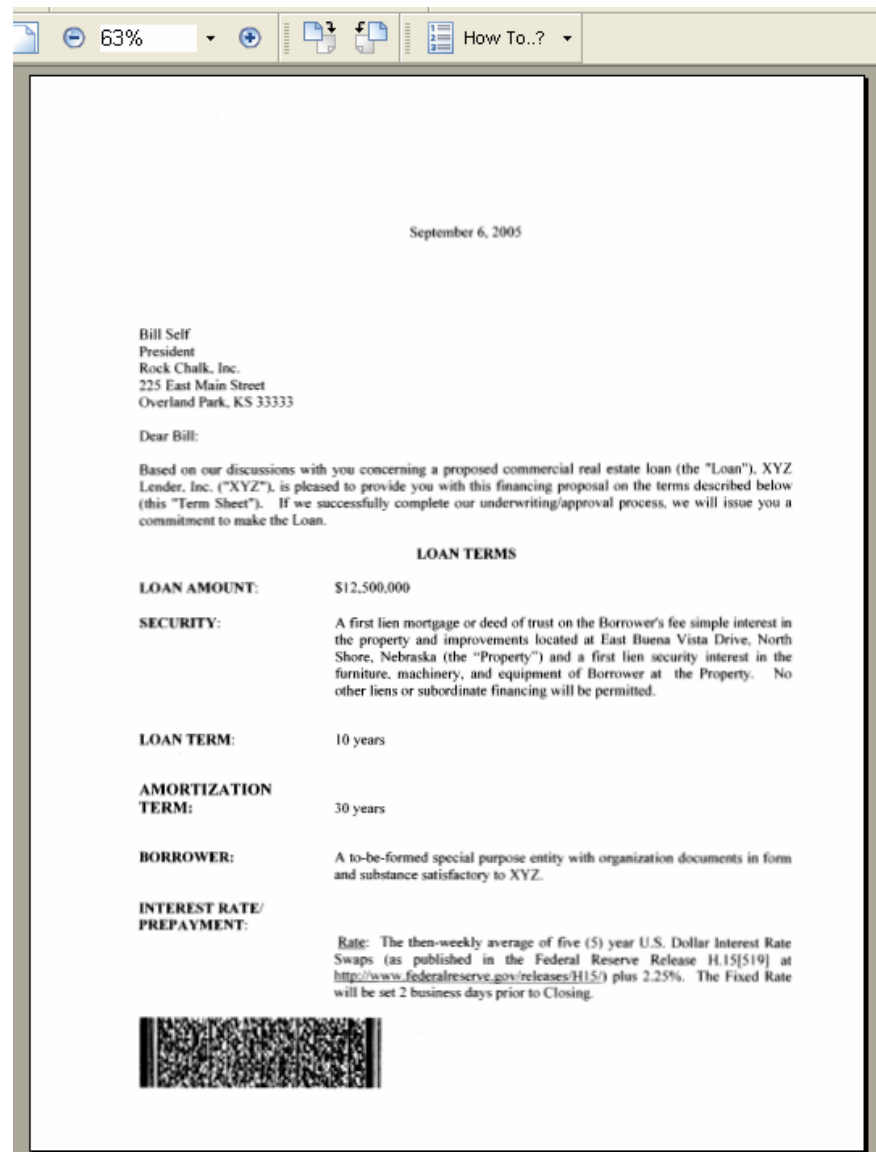
Step 3

The Software allows you to select your Resolution, Image Mode and Paper Size so you have a clear and readable scan



Step 4

The Scanner
images your
document per
your settings



Step 5

The Imaging Software Generates a Label for the Document so that it can be searched and retrieved in the future

The screenshot displays the imaging software interface. On the left, a 'Label' tab is active, showing a form with the following fields:

- Remember Previous Data:
- Clear: [Button]
- Profiles: DIS [Dropdown]
- Date: 09-06-200. [Text] To... [Text] Se... [Text]
- Field 1: [Edit List] Commitment Letter [Dropdown]
- Field 2: [Edit List] ABC FIRM [Dropdown]
- Field 3: [Edit List] XYZ LENDER [Dropdown]
- Field 4: [Edit List] ROCK CHALK INC [Dropdown]
- Field 5 / Comment: [Edit List] \$12,500,000; 2.25%; 30 YEARS; EAST BUENA VISTA DRIVE

On the right, a document page is shown with a red speech bubble highlighting the following text:

09/06/05 :: COMMITMENT LETTER :: ABC FIRM :: XYZ LENDER :: ROCK CHALK INC :: \$12,500,000 :: 2.25% :: 30 YEARS :: EAST BUENA VISTA DRIVE

The document page also contains the following text:

September 6, 2005

Bill Self
President
Rock Chalk, Inc.
225 East Main Street
Overland Park, KS 33333

Dear Bill:

Based on our discussions with you concerning a proposed commercial real estate loan (the "Loan"), XYZ Lender, Inc. ("XYZ"), is pleased to provide you with this financing proposal on the terms described below (this "Term Sheet"). If we successfully complete our underwriting/approval process, we will issue you a commitment to make the Loan.

LOAN TERMS

| | |
|--------------------|---|
| LOAN AMOUNT: | \$12,500,000 |
| SECURITY: | A first lien mortgage or deed of trust on the Borrower's fee simple interest in the property and improvements located at East Buena Vista Drive, North Shore, Nebraska (the "Property") and a first lien security interest in the furniture, machinery, and equipment of Borrower at the Property. No other liens or subordinate financing will be permitted. |
| LOAN TERM: | 10 years |
| AMORTIZATION TERM: | 30 years |

8.5 x 11 in



Summary:

Imaging can dramatically reduce the cost and time it takes to file, store and retrieve your documents.

Our solution allows you to create imaged files in PDF format that are instantly accessible by your employees from their desktops!

To learn more, contact us at (480) 262-7312