



# Client Services



## **MDT Client Services enables the delivery of a truly structured 'end-to-end' solution for our clients.**

Clients are keen to reduce the costs and management overhead of multiple suppliers, so a single trusted supplier with a wealth of expertise and knowledge, who can provide a full end-to-end set of solutions and services, delivers very significant value for its clients.

MDT does precisely that for a wide range of clients and business sectors across the UK including:-

- NHS Trusts
- Local Government
- Universities & Colleges
- Housing Associations
- Facilities Management Companies
- Office Refurbishment Companies
- Exhibition and Sporting Venues
- Manufacturing Enterprises

## **Property Survey and Service Verification**

One of the biggest issues an estates, asset management or property management department has is out of date, incomplete or missing information for their site, buildings and building services.

The following services, either in total or in addition to a client's in-house resources, deliver extremely cost-effective results coupled with a rapid response. Clients use MDT Client Services for project specific case work, where costs need to be 'Ring Fenced' and tightly managed, or for overflow project work on tight time scales, outside of the in-house capability.

Surveys include:-

- Asset Management Surveys
- Site GPS Location & Levels
- Laser Measured Floor Plans
- Reflected Ceiling Plans
- Verification of M&E Services
- Fire Protection & Evacuation
- Space Planning & Furniture/Occupation Audits
- ERIC surveys for NHS Trusts

Many of our clients then place this information into onSITE, our Estates Specific Document Management solution for effective managed access, saving storage costs and vastly improving staff efficiency.

## **CAD Creation and Conversion**

MDT provides a comprehensive CAD service from complete drawings for conceptual designs and record drawings, to modification of your existing drawings and CAD conversion of hard copy drawings.

We are proud of our high quality service with a fast turnaround for urgent or key projects. We work in close partnership with our clients as an extension of their teams, for sites across the UK and Europe.

CAD Capability includes:-

- Site Plans
- Floor Plans
- Elevations
- M&E Services
- Fire Evacuation
- Space Planning

### **Scanning and Data Capture**

Many organisations are drowning in paper records with access being problematic and storage costs spiralling out of control. Furthermore, there are legal requirements for document storage and access.

Some organisations endeavour to cope by scanning documents and then trying to index as they work. This can be a challenging task when the volumes creep up, things slow down due to errors or staffing issues and access to the documents is required. Large volume in-house scanning is rarely cost-effective.

MDT provides a complete Scanning Service, removing the issues and ensuring the task is done efficiently, effectively and with absolute accuracy. Our Scanning and Data Capture capabilities provide scanning, book marking and indexing of a wide variety of document sizes, formats, and types.

### **Document Quality Services**

Our state of the art technology ensures that every electronic image produced is of the highest possible quality, and can be fully integrated into your digital management or filing system.

Our Optical Character Recognition Technology (OCR) ensures all documents scanned are word searchable across the entire document and our technology improves the quality of badly marked documents.

Through flexible templates we can capture specific field data, for example from different invoice layouts from multiple suppliers.

### **Business Process Consultancy**

MDT delivers real value through our consultancy services. We have a wealth of experience improving business processes to deliver tangible benefits and cost savings to all types of organisations.

We know that all businesses are different and that one size doesn't "fit all". We work with you to identify the areas where you and your team may be duplicating work and identify processes that will be costing the organisation "hidden" time and resources. We will ensure that we help you implement digital business processes which maximise benefits and minimise costs.

We have a history of success working with company directors, heads of departments and staff at all levels ensuring the solution we deliver has real ownership by everyone involved.

