



TitleLinkTM
Title Document Management

TitleLinkTM Indexing Services

Keeping title plants up to date and compliant is a critical aspect of the Title Insurance Agency business. Staffing issues and fluxes in document volumes create challenges in managing the business. TitleLinkTM provides our customers the ability to manage their business efficiently by leaning on a trusted partner for indexing services.

Trust TitleLink Indexing Services for Backup, Catchup, Cleanup and Expansion

- When staffing falls short TitleLink can provide backup indexing services
- When volumes peak or you fall behind, TitleLink can catch you up
- TitleLink can be your Quality Assurance partner flagging missing gaps, missing images, or other clerk errors
- Use TitleLink to add additional years and expand the depth of your title plant

On Demand or Monthly Contract

- TitleLink can respond quickly to meet your needs in emergencies or when volumes out pace your internal resources
- Cost effectively outsource your indexing on a monthly contract basis to lower staffing overhead

Onshore, In house, and Experienced

- TitleLink indexers have 20+ years of indexing and abstracting
- All indexers are onshore and direct employees of TitleLink

Timely and To Spec

- TitleLink is responsive and can keep you up to date
- TitleLink indexes consistent with each customer's preferred method and format
- Logs are maintained of each indexed batch to assure all documents are accounted for

Affordable

- TitleLink Indexing Services are affordable so that you can run your business efficiently and profitably

TitleLinkTM Indexing Services

Day Forward indexing to keep your title plant up to date

- Logs are kept of each indexed batch to make sure there are no missing documents, including probates, district clerk and bankruptcies if desired
- Project indexing to help add additional data into your system
- Fill in a missing data range gap to help get your plant current
- Add additional years to help expand the timeframe of your plant
- Add random documents within your database to fill in any missing gaps
- Add bulk data records of probate or district court to make your plant more efficient
- Fill in missing or correct mistyped clerk numbers
- Find data with missing images
- Amend incorrect filing dates
- Resolve duplicated subdivision codes within table
- Assisted review of current database to assist in the discovery and resolution of pre-existing database issues



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