

DATA ENTRY PROCESS

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01 Overview

Data entry is a specialized and time-consuming task that needs to be assigned to skilled professionals. However, hiring a full-time employee just for the data entry process can be too expensive for most startups and SMBs. Sometimes, even large companies occasionally need to outsource to take care of any additional data entry work.

02 Why outsource your data entry process?

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Cost Saving

Generally, outsourcing a data entry task to a service provider reduces your expenses significantly.

Here are three reasons why:

- You don't need to spend a huge number of resources on hiring and training an in-house employee
- You don't need to invest in any data entry related software.
- You'll save on any operational cost of employing someone. (e.g allowances and insurance)
- Another significant benefit of outsourcing is that you can hire an offshore data entry service and enjoy additional cost savings.

For example, hiring data entry professionals from the Philippines comes at a far lower cost when compared to hiring a professional from the US.

But what about the quality of work?

That won't be a problem if you outsource to a service provider with an excellent track record. As they employ professionals with years of training and experience, you'll receive high quality service.

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Better Accuracy

As the outsourced staff brings in their own professional experience and tools, it's very likely that they will provide time-efficient and accurate data entry – especially when compared to an inexperienced in-house team. Remember, data entry professionals are skilled at their job since it's what they're trained for.

Increased Business Focus and Productivity

Chances are that your entire organization is busy attending to your core competencies. Therefore, it makes no sense to assign data entry work to any of those employees as it'll come at the cost of taking time away from what they specialize in. This can reduce their productivity, which ultimately affects your organization's overall efficiency.

Outsourcing takes care of these headaches so that your employees can work on what they do best!