



Pheasantland

Newsletter
April 2010

INDUSTRIES

Do you need help in your office area? Too much work and too few hands to do it? We have help available for whatever office tasks take up too much of your valuable staff time. Much of this newsletter is about how our women inmates are presently involved in data processing and scanning. The fact is that we simply have time to do whatever project you have, large or small, that needs more hands to do it. If it can be boxed up and shipped to us or sent to us electronically, we have the personnel with the time and skills to carry out many duties that you may require.

For example, recently we took on a job of putting labels on brochures. We found out that a crew of 8 inmates in a 5 hour shift could label nearly 10,000 brochures! Think of us as a place you can 'out source' work and get it accomplished at a fraction of the cost of doing it yourself. If you have an idea or question, give us a call and we can talk through the possibilities.



Our **Data Entry and Scan Bureau** may be part of your answer to finding money saving options for the years to come. Confidential data entry is an important task in most offices. Entering data in data bases in an accurate and expedient manner is important in the information age in which we live. As you search for ways to use present resources to accomplish more and more tasks, why not outsource those time consuming duties of data entry and use the time saved in accomplishing other tasks?

Are you running out of file cabinet space? **Scanning** may be the answer!

Electronic files can be available to multiple staff in one office or in a number of offices across the state. Save staff hours standing at scanners and use our bureau to help make that transition in your office quickly and efficiently. Confidentiality is always a key in the management of information. We set up security procedures to ensure the proper level of security. Our highest level of security and supervision has been found to be compliant with the stringent HIPAA standards.



The road work season is upon us so it is time to get your road crew's garment needs set up for the season. Our ANSI Class 2 compliant t-shirts and hooded sweatshirts are

available by calling Pat in our Garment Shop. Ask about having your department's or staff's name silk screened on each garment.



The panels pictured here were designed and built by Pheasantland Industries for another state agency who just called and asked if we could build them for less. Turned out we could. If you have something that is built out of metal, wood or cloth, that you would like to pay less for, give us a call and see if we can help you spend less.

Our quality is the highest and your satisfaction is guaranteed.

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Visit our Web Site at: doc.sd.gov/adult/industry Or

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