

### Rejection Criteria:

1. File name of the converted text file does not match with the correspondence image file name.
2. The file should be completed and send it before the deadline mentioned by the company.
3. File name given wrong including the zip file name and the notepad file names.
4. There is difference between the no. of pages in IMAGE file and the notepad file.
5. Extra files found in the zip file except notepad files (including temporary files).
6. Incomplete Files.
7. If files received are less than the files delivered to you.
8. Text is in other than "Times New Roman" Font.
9. If the file is not zipped.
10. The company decision will be the final on deciding all the disputes.

### Termination Criteria:

1. File not submitted for any 1 times, job work has been rejected for any time, Incomplete file submitted for any time.
2. Duplication of data found in any page.
3. Any time not achieved the accuracy in overall 6 slots.
4. Any conversion software used.

## HTML Tagging to be used for the Notepad:

1. Before starting the page type **<START>** and end of the page type **<END>**.
2. The given file name should be typed within **<TITLE></TITLE>**.  
For Ex: **<TITLE>4406a1124</TITLE>**. TITLE tag must be placed after the START tag.
3. In the starting of the Paragraph or Paragraphs type **<BODY>** and at the ending of Paragraph or  
Last Paragraph type **</BODY>**
4. Use only single space in between the words.

5. Starting of the paragraph `<p>` and ending of the paragraph use `</p>`.
  6. Every line ending in the paragraph should be ended with `<br>`.
  7. Every line ending in the paragraph should be ended with `<br>` without giving enter and space.
  8. Each paragraph of the image file should be aligned in one line of the notepad.
  9. While saving the text in the notepad please save the file followed by the file name.HTML, ex  
4406a1124.html.
  10. Zip all the html files and give the same file name as it is given for the zip file.
  11. Zip the files using **only WINZIP software**.
- At any circumstances the Deposit amount is not Refundable and Transferable.

**Customer Support:**

- \* If you have any Questions in the project can contact me at. (6.00 am to 10.00am & 5.00pm to 10.00pm)
- \* Many use full tricks and suggestion will be given to the customers on request.

**Wish you to achieve better accuracy**

**Note:** Name and id no should be mentioned in the subject only, if not the file will not be accepted. The Id no will be in the Alphanumeric and should not give any space and extra hyphens between the alphanumeric ID NO.

**I understood the details of work; terms and conditions mentioned above and here to them.**

**Name of the processor :**

**ID No. :**

**Date :**

**Email id :**

**Tele/mobile number :**

**Address :**

**( Auth seal & sign )**