



Document Imaging Request for Quotation

Today's Date:

Quote Required By:

Client Company:

Contact:

Address:

City/Prov/State/Postal Code/ZIP:

Phone:

Fax:

Email:

Project Scope

number of pages to convert?

Min:

Max:

Expected Start Date:

Completion Date:

Location of documents:

Can documents be shipped to Montreal
or Toronto?

Onsite Processing Desired?

Document Organization

Are pages organized into logical
groupings? (Files, binders...)

Paper Type & Condition

Single Sided:

Double Sided:

Page size (s):



Quality: Newsprint?

Bond?

Condition: Good (can be scanned or photocopied directly)?

Poor (requires cleanup and image enhancement)?

Bound?

Rebinding Required after processing?

Staples?

Content

Language of text:

Laser print?

Dot Matrix Print?

Point Size of type:

Text in columns?

Color pages (Qty):

B/W pages (Qty):

Output

Text or Word Processor(OCR required)?

Raw TIFF?

Acrobat PDF - Image Only?

Acrobat PDF - Image + Text?

Acrobat PDF - Text?

Specific File Naming convention?

1 page per file or multiple pages per file?

Hypertext links? Bookmarks?

Thumbnails?

Other processing required:

Media: (CD, Tape, ZIP, Internet):
