

ARCHIVE-CD

Paperless Archiving & Document Management Solutions

DOCUMENT ASSESSMENT

Company: _____ **Contact:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____ **Fax:** _____ **E-Mail:** _____

Project **Start Date** for document conversion? _____ **Completion Date?** _____
Funds are budgeted for this project: YES NO If NO, do you need to budget or establish a payment plan? _____

We plan to convert **Archived** **New – Current** **Both** documents to digital files.
The approximate number of pages to convert: **Archived:** _____ **New – per day:** _____

Our computer system: None Stand alone PC's Local Area Network (LAN) Other _____

Where are archived documents currently located? ONSITE OFFSITE
If OFFSITE, can the documents be readily accessed? _____

Would you prefer to have your archived document conversion done ONSITE OFFSITE?
What hours or days of the week would you prefer for ONSITE document conversion?

HOURS	WEEKDAYS	WEEKENDS
<input type="checkbox"/> Days (7:00 – 3:00)	<input type="checkbox"/> Monday - Friday	<input type="checkbox"/> Saturday - Sunday
<input type="checkbox"/> Evenings (3:00 – 11:00)		
<input type="checkbox"/> Nights (11:00 – 7:00)		
<input type="checkbox"/> Other: _____		

Are the archived documents organized into groupings (e.g., folders, files, or books)? YES NO
If NO, do the files need to be batched? _____

Are pages single sided, double sided, or mixed? (indicate percentages)
Single sided _____% Double sided _____% Mixed _____% TOTAL 100 %

DOCUMENT ORIENTATION: What is the typical, minimum, and maximum page size:

Typical size: [____%] **8 1/2" x 11"** [____%] 8 1/2" x 14" (Legal) [____%] Other: _____ W x _____ H

Document orientation: [____%] Portrait

P

 [____%] Landscape

L

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WHAT IS THE OVERALL CONDITION OF THE DOCUMENTS?

- GOOD** – *Clean, flat originals,* *less than 7 years old.*
- FAIR** – *Some photocopies or faxes,* *greater than 7 years old.*
- POOR** – *Mostly photocopies or faxes,* *aging / deteriorated / soiled documents.*

Are the pages **BOUND** (books, journals, etc.) or **UNBOUND** (loose papers)?

If BOUND, can bindings be removed? YES NO

If bindings are removed, do the documents need to be rebound? YES NO

Are the **DOCUMENTS**:

Are the **PAGES**:

- | | |
|---|--|
| <input type="checkbox"/> STAPLED, TAPED _____% | <input type="checkbox"/> TORN _____% |
| <input type="checkbox"/> PAPER CLIPPED _____% | <input type="checkbox"/> DOG-EARED _____% |
| <input type="checkbox"/> 3-HOLE PUNCHED _____% | <input type="checkbox"/> WRINKLED _____% |

- | | | |
|--|------------------------------|-----------------------------|
| Do the pages contain text printed from a dot matrix printer ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain handwritten notes ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain chemical, mathematical, or other equations ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain special terminology, e.g. medical, legal ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain tables or columns ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain photos, pictures, line drawings or images ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain color images that will require color scanning ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are the pages mostly black type on a white background ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages need to be full-text searchable ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is there a specific file indexing system that needs to be followed? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Please Specify: _____ | | |
| _____ | | |

What is the paper weight? [____%] Bond (20 lb usual) [____%] Card Stock [____%] Onion Skin [____%] Mixed [____%] Other: _____

Any additional comments to assure your company of a successful document conversion?
