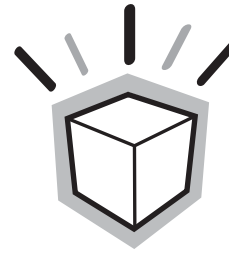


Firm: _____ Contact Name: _____
 Address: _____
 City: _____
 Phone: _____ Fax: _____
 E-mail Address: _____



SCANDOXBOX

by **Dataflow**

- Provided services for each scan box include**
- Black & White Scan of all small format documents into a single PDF
{Drawings will be returned as individual Tiff files or PDFs, 36" wide max}
 - Files will be returned on a CD
 - Unbinding of all kinds (ie. Staples, GBC, Acco, etc.) Perfect bound originals will be cut at the spine. Rebinding will be done at the customer's request.
 - Re-boxing originals in order as received
 - One month Free Storage in our online system

\$99 per small format box

\$199 per large format box

www.goDataflow.com

607.772.2001

_____ Quantity of Small Boxes	_____ Quantity of Large Boxes	Date: _____	Order/Job #: _____
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Check for Additional Services Needed *(Additional fees will apply)*

<input type="checkbox"/> Additional CDs/DVDs _____ <input type="checkbox"/> Color Scan _____ Qty <input type="checkbox"/> Renaming/Indexing of Files <input type="checkbox"/> Create Individual PDFs as instructed <input type="checkbox"/> Rebind Originals <i>(re-staple, paperclip, etc.)</i> <input type="checkbox"/> Make a Searchable PDF <input type="checkbox"/> Add Bookmarks to PDF <input type="checkbox"/> Post to DFS <input type="checkbox"/> Hardcopy of Originals needed <input type="checkbox"/> Long-term Storage <input type="checkbox"/> Upload to Website/FTP <input type="checkbox"/> Destroy Originals	<input type="checkbox"/> Additional CDs/DVDs _____ <input type="checkbox"/> Color Scan _____ Qty <input type="checkbox"/> Convert TIFF to PDF <i>(individual PDF files)</i> <input type="checkbox"/> Renaming/Indexing of Files <input type="checkbox"/> Convert from Raster file to Vector <input type="checkbox"/> Rebind Originals <i>(re-staple, paperclip, etc.)</i> <input type="checkbox"/> Post to DFS <input type="checkbox"/> Hardcopy of Originals needed <input type="checkbox"/> Long-term Storage <input type="checkbox"/> Upload to Website/FTP <input type="checkbox"/> Destroy Originals
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Authorized by: _____

Special Instructions:

NOTE: Please contact your Dataflow representative for pricing on additional services.



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