

Imaging Questionnaire

1. How many boxes, lateral or vertical drawers or shelves do you have of files you are considering scanning or microfilming?
2. What are the names of the application(s) you are considering scanning? (Customer profiles, Mortgage Applications, Loan Doc's, Financial Reports, Statements, Etc.)
3. What is the average file size for each application? Number of pages/images per record/file? (Approximate)
4. How would you like to search/retrieve these files? File folder level? Document level? And, what is the field layout for retrieval? Name all fields with character lengths? Ex: Member name (30)
5. What level of preparation is needed such as staples, paperclips, fasteners, etc.: none, minimal, excessive?
6. What % of double-sided documents is there for each application?
7. How many end users need access to this information?
8. Is it departmental or do multi-departments need access?
9. What type of electronic media(s) is desired for delivery? Ex: USB External Hard Drive(s), CDs, DVDs, File Server Storage, etc...

Please email completed questionnaire to Ebaratta@scantek.info or fax to 215-953-8233. Please direct to the attention of the Sales dept or your designated Scantek contact. You should be contacted within 24 hours with a formal quotation on your project.

Prospect name:

Company:

Telephone Number:

Email: