



BOOK CONVERSION QUESTIONNAIRE

Definitions

Post-bound: Pages can be removed from binding and placed in sheet fed scanner.

Stitched: Pages are stitched or sewn, and have a glued back binding. There are no metal posts. The pages will either have to be cut and re-bound, or a planetary book scanner used.

Page size: Measure the page size of the book. Page width can make a big difference in costs. If a page width is 12" or greater, a planetary book scanner may be necessary.

Photostat: Positive or negative images. We are looking for pages produced from Microfilm. They are likely poor quality and hard to read. We can upsell image enhancement at customers request

Laminated Pages: Some books may have laminated pages. They may or may not be able to use a fed scanner. A planetary scanner may be required. Usually pretty old books.

Sleeved: Pages have been protected and placed in a sleeve (not laminated). Likely have to use a planetary book scanner for these.

Pricing

Page size:	Post Bound	Laminated	Sleeved	# of Pages	Notes	Hr Per Book	Cost Per book
11.5x17	Y/N	Y/N	Y/N				
11.5x17	Y/N	Y/N	Y/N				
8.5x14	Y/N	Y/N	Y/N				

Notes include: sewn/stitched/post bound/copy books/index books

Scoping Details

Book Class	Book Name	Start Bk #	End Bk #	# of Books	# Pages	Page Size	Post Bound	Machine Pr
							Y/N	Y/N
							Y/N	Y/N
							Y/N	Y/N
							Y/N	Y/N
Book Class	Book Name	Start Bk #	End Bk #	# of Books	# Pages	Page Size	Laminated	Sleeved
							Y/N	Y/N
							Y/N	Y/N
							Y/N	Y/N
							Y/N	Y/N

PHOTOSTATS

Yes or No # of Books

Pages

BOOK SCANNER REQUIRED

Yes or No

BOUND DOCUMENTS

Y/N Re-bind / re-assemble documents Y/N

CIRCLE CHOICE FOR PROJECT OVERALL

- Color, B/W, Grayscale
 Pdf, tiff, full text searchable pdf
 Simplex Duplex
 Resolution 200 300
 Blank page deletion
 Redaction Y/N
 Document Classification Y/N
 Indexing Structure or file name convention

File delivery format: XML with text file, comma delimited PDFs, Delivery Method: SFTP, HD, CD Direct Upload into system, AX Client

GENERAL

BIS will pick up YES___ NO___ Destruction Needed YES___ NO___

Customer site boxing YES___ NO___ Follow On Storage YES___ NO___

Boxes needed YES___ NO___

Return all paper to customer upon job completion YES___ NO___

100% Image Quality Control - YES___ NO___ # of Index Fields per document: _____

Data Set indexing augmentation AVAILABLE YES___ NO___ Total (1.2 cf boxes): _____

Retrievals required: Y/N Next Day Same Day RUSH Physical or electronic

Account Rep Name: _____

Initials: _____

