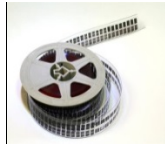


Microfilm Conversion Questionnaire

Indicate each item that applies:

Comments

- Will BIS pickup?
- Customer site boxing?
- Customer site purging?
- Boxes needed?
- Onsite/Offsite Scanning?
- Blipped film (Batch, File and Page) or un-blipped?
- Original or Duplicate film to be scanned?
- Duplex film?



- Film size(s) and Type
 - 100 foot - Number of Reels
 - 215 foot - Number of Reels
 - 16mm - Number of Reels
 - 35mm - Number of Reels
- Reduction Ratio if known, i.e. 32, 30
- Opened reels



- M-Type Cartridges



- Current way of retrieval? _____
- Do they have a database that we can use for indexing? Y/N _____ is it a CAR (computer aided retrieval) system that enables you to search records on a PC and locate the roll # and frame # _____
- Will Images be uploaded into current Content Management System? Y/N _____
- Content Management System name? _____

- Image Resolution(200dpi, 300dpi) black and white or Grayscale, image type (tiff, jpeg or PDF) _____
- Single page or multipage files? _____
- Indexing Do they have an index directory or listing they will use? Y/N
- How do they want film indexed (i.e. reel #, date)?

Comments _____

- Delivery of images on encrypted hard drive or CD/DVD? _____
 - Labeling on DVD/CDs?
 - Duplicates Y/N
- Return all reels to customer upon job completion. Y/N _____
- Destroy/Return/Store post conversion? _____

Any other Comments
