



PAPER CONVERSION QUESTIONNAIRE

FILE FOLDERS							
Folder Condition:	Good	Fair	Poor	Folder Thickness:	Normal	Heavy	Hand Feed
Scan File Folders:	Yes or No	Front	Back	Folder Disposition:	Discard	Keep & Return	
Held by Brackets/Brad:	Yes or No	Left-side	Right-side	Remove Brackets/Brads:	Yes or No		
Cut off Tabs:	Yes or No			Scan Tabs within Folders:	Yes or No		
ORDER OF PREPPING							
Place Loose Papers On:	Left-side	Right-side					
Place Right-side Papers On Top Of Left-side:	Yes or No						
Place Left-side Papers On Top Of Right-side:	Yes or No						
POST-IT NOTES							
Scanned:	Yes or No						
Tape Blank Space Anywere:	Yes or No		tape on back of original sheet or carrier sheet			Yes or No	
If Not Scanned:	Discard:	Yes or No		Keep & Return:	Yes or No		
CERTIFIED MAIL CONFIRMATION/RECEIPTS							
Scanned:	Yes or No						
Does Back Side Need To Be Scanned:	Yes or No						
ENVELOPES							
Larger than standard sized letter/legal size envelopes:	Yes or No						
Open and processed sealed envelopes:	Yes or No	If no, place envelopes into original folder and back to box:				Yes or No	
REGISTER RECEIPTS							
Taped, but covering user data:	Move to carrier sheet (blank sheet) or Tape on back of original sheet						
SMALL DOCUMENTS (BUSINESS CARDS OR SMALLER THAN A 3 x 5 INDEX CARD)							
Scan both sides if user data present:	Yes or No						
PHOTOGRAPHS							
Scan:	Yes or No	Color:	Color	B&W	Grayscale		
PAPER TYPES PRESENT (circle all that apply)							
Regular Bond		Onion Skin	Thermal	Carbonless	Card Stock	Coated Paper	
PAPER SIZES							
Regular (up to 11 X 17)		Architectural Drawing (A, B, C, D)		Engineering ANSI, A, B, C, D, E, R		Continuous Feed	
NOTE OR INDEX CARDS				BOUND DOCUMENTS			
Yes or No				Yes or No			
CIRCLE CHOICE FOR PROJECT OVERALL							
<input type="radio"/> Color, B/W, Grayscale		<input type="radio"/> Pdf, tiff, full text searchable pdf		<input type="radio"/> Simplex Duplex			
<input type="radio"/> Resolution 200 300 400		<input type="radio"/> Blank page deletion		<input type="radio"/> Redaction Y/N			
<input type="radio"/> Document Classification Y/N		<input type="radio"/> 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			
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___				AVG # of Pages per document : _____			
Return all paper to customer upon job completion YES___ NO___				AVG # of folder per box: _____			
Re-bind / re-assemble documents YES___ NO___				# of Index Fields per document: _____			
100% Image Quality Control - YES___ NO___				Total estimated volume (pages): _____			
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: _____