

# ARCHIVE-CD

**Paperless Archiving & Document Management Solutions**

## DOCUMENT ASSESSMENT

Company: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How did you hear about us?  Internet  Yellow Pages  Other \_\_\_\_\_

Project **Start Date?** \_\_\_\_\_ **Completion Date?** \_\_\_\_\_

Funds are budgeted for this project:  YES  NO \_\_\_\_\_

We plan to convert  **Archived**  **New – Current**  **Both** documents to digital files.  
The approximate number of pages to convert:  **Archived:** \_\_\_\_\_  **New-per day:** \_\_\_\_\_

Where are archived documents currently located?  ONSITE  OFFSITE  
Would you prefer to have your archived document conversion done:  ONSITE  OFFSITE?

What hours or days of the week would you prefer for ONSITE document conversion?

<b>HOURS</b>	<b>WEEKDAYS</b>	<b>WEEKENDS</b>
<input type="checkbox"/> Days (7:00 – 3:00)	<input type="checkbox"/> Monday - Friday	<input type="checkbox"/> Saturday - Sunday
<input type="checkbox"/> Evenings (3:00 – 11:00)		
<input type="checkbox"/> Nights (11:00 – 7:00)		
<input type="checkbox"/> Other: _____		

Are the archived documents organized into groupings (e.g., folders, files, or books)?  YES  NO  
If NO, can all of the files be batched together? \_\_\_\_\_

Are pages single sided, double sided, or mixed? (indicate approximate percentages)  
**Single sided** \_\_\_\_\_% **Double sided** \_\_\_\_\_% **Mixed** \_\_\_\_\_% **TOTAL** 100 %

**DOCUMENT ORIENTATION:** What is the typical page size?

Typical size: **8 1/2" x 11"** [\_\_\_\_%] **8 1/2" x 14"** (Legal) [\_\_\_\_%] **Other:** \_\_\_\_\_W" x \_\_\_\_\_H" [\_\_\_\_%]

Document orientation: **Portrait** **P** [\_\_\_\_%] **Landscape** **L** [\_\_\_\_%]

910 Beverly Way  
Jacksonville, Oregon 97530-9027

[www.archive-cd.com](http://www.archive-cd.com)

Phone: 541.899.5704 • Toll Free: 800-323-1868 • E-mail: [info@archive-cd.com](mailto:info@archive-cd.com)

**WHAT IS THE OVERALL CONDITION OF THE DOCUMENTS?**

- Clean, flat originals,*  *less than 7 years old.*
- Some photocopies or faxes,*  *greater than 7 years old.*
- Colored paper, notes in pencil*  *aging / deteriorated / soiled documents.*

Are the pages  **BOUND** (books, journals, etc.) or  **UNBOUND** (loose papers)?

If BOUND, can bindings be removed?  YES  NO

If bindings are removed, do the documents need to be rebound?  YES  NO

Are the **DOCUMENTS**:

Are the **PAGES**:

- |   |  |
|---|--|
| <input type="checkbox"/> <b>STAPLED, TAPED</b> _____% | <input type="checkbox"/> <b>TORN</b> _____%      |
| <input type="checkbox"/> <b>PAPER CLIPPED</b> _____%  | <input type="checkbox"/> <b>DOG-EARED</b> _____% |
| <input type="checkbox"/> <b>3-HOLE PUNCHED</b> _____% | <input type="checkbox"/> <b>WRINKLED</b> _____%  |

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Do the pages contain <b>handwritten notes</b> ?                                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain <b>chemical, mathematical, or other equations</b> ?           | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain <b>special terminology, e.g. medical, legal</b> ?             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain <b>tables or columns</b> ?                                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are the pages <b>large sized e.g. architectural drawings, blueprints</b>           | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain <b>photos, pictures, line drawings or images</b> ?            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain <b>color images</b> that will require <b>color scanning</b> ? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are the pages mostly <b>black type on a white background</b> ?                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages contain <b>text printed from a dot matrix printer</b> ?               | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Do the pages need to be <b>full-text searchable</b> ?                              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Is there a <b>specific file indexing system</b> that needs to be followed?         | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
- Please Specify: \_\_\_\_\_
- 

What is the paper weight? **Bond (20 - 28 lb)** [\_\_\_\_%] **Card Stock** [\_\_\_\_%] **Onion Skin** [\_\_\_\_%]  
**Mixed** [\_\_\_\_%] **Other** [\_\_\_\_%]: \_\_\_\_\_

Any additional comments to assure your company of a successful document conversion?

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