



ECS Imaging, Inc. Phone: 951-787-8768  
 5905 Brockton Ave, Suite C Fax: 951-787-0831  
 Riverside CA, 92506 www.ecsimaging.com

# Quote

Q2 2017 V1

## Quote Type Scanning

Quotation For

Name:  
 Company: Town of Los Gatos  
 Phone:  
 E-mail:

Quote Info

Date:  
 Quote Number:  
 Valid Through:  
 Terms: Net 15  
 Account Manager: Pete H  
 Phone: 925 586 7549  
 E-mail: [pete@ecsimaging.com](mailto:pete@ecsimaging.com)

Description of Product and Services

Quote for Scanning Services

### Scanning Services

SKU	Description	Unit Price	Quantity	Line Total
ECSS-REG-B&W	ECS Black & White Document Scanning Services up to 11" x 17" size	\$ 0.11	0	\$ -
ECSS-ESIZE-B&W	ECS Black & White Map Scanning Services up to esize	\$ 1.25	0	\$ -
ECSS-PICKUP	ECS Pick Up Fee	\$ 150.00	0	\$ -
ECSS-PREP	ECS Prep Charge Per Hour	\$ 30.00	0	\$ -
ECSS-INDEX	ECS Indexing Fee Per Hour	\$ 30.00	0	\$ -
ECSS-DVD	ECS DVD - 1 Data DVD	\$ 65.00	0	\$ -

**Scanning Subtotal \$ -**

Special Terms

Actual Pricing may vary due to type of labor needed or quantity scanned and type of documents. Estimated up to 2 hours per box for indexing. Possibly No

	<b>Subtotal \$</b>	-
<b>Tax Rate Software Only (Download Only)</b>	0.00%	<b>Tax \$</b>
		<b>Total \$</b>
		-

**Terms & Conditions:**

- o Payment Terms: Net 20 after each batch returned.
- o Laserfiche Tiffs in portable volumes to be attached to your Laserfiche system
- o ECS will train customer on how to load data onto LF Server during first delivery, if needed
- o Consulting of folder template and volume set ups included in project set up fee
- o Items will be placed back into original carrier (folder, sleeve, etc.)
- o Items will be delivered free of charge after being scanned
- o Items are scanned in order received. Any additional requests are subject to a charge
- o Scanning in Tiff images is 200-300dpi depending on need
- o Paper/Plans: Indexing included is 2 fields, up to 20 characters and Unique Document Name up to 20 characters each
- o Microfiche: Indexing included is the name on the Sleeve
- o Microfilm: Indexing included is the name on the Cartridge
- o Images that have been fiched/filmed reverse have additional charge
- o All prices listed above are for estimating purposes only. Actual prices may vary
- o Any upload fee is for 5GB per volume maximum
- o Pick up / Delivery charges (pricing varies, based on location and quantity)
- o Change orders after files have been returned are subject to restructuring/reindexing fee
- o OCRing can be done during scan process at no charge. Any verification time is \$30.00 Per Hour
- o DVD Set = 1 Data DVD, 1 Plus Viewer DVD - Plus DVD has retrieval engine on DVD. Regular size documents fit approximately 90,000 images
- o CD Set = 1 Data CD, 1 Plus Viewer CD - Plus CD has retrieval engine on CD. Regular size rolls fit approximately 10,000 images
- o Boxes may be destroyed at the customer's request at a cost of \$16.00 a box. A Destruction Certificate will be provided
- o While documents are at ECS, we can provide an electronic copy for up to 4 per batch at no charge. Additional special handling requests are subject to charge of \$30/per hour
- o IMPORTANT: Once the imaged data has been delivered you will have 90 days to review all images. After 90 days all original documents will be destroyed or a storage box fee will apply

Box Type	Box Count	Image Count	Total Images
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**Total Image Count -**