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## Scanning Proposal

William S. Hart Union High School District  
Attn: Collyn Nielsen  
21380 Centre Pointe Parkway  
Santa Clarita, CA 91350

5/31/18

Hi Collyn,

Here is the quote for the scanning project. As we discussed we will pickup, prepare the files for scanning, scan into pdf format, OCR for searchable text and deliver all scanned files back on a hard drive. Once delivered back and all files have been checked for quality, we will shred all the files.

Also, if you need a file while they are at our location, just let us know and we will scan and email the file to you. There is no extra charge for this.

Scanning pages (up to 11x17)	\$.04 per page
Scanning large maps/blueprints	\$.90 per map
Pickup and supplying boxes	\$500.00
OCR for searchable text	Included
Indexing (naming files)	Included
Transfer files onto hard drive	Included
Shredding files after given approval	\$500.00

Total large format estimate 48,300 = \$43,470.00

Total pages up to 11x17 560,250 = \$22,410.00

Total estimated cost for project is **\$66,880** (including pickup, boxing up and shredding files)

We hope to work with you on the scanning project and for years to come!

Sincerely,

Michael Levine  
Digital Records Management