BYTE RECOVER ENTERPRISES™
Scan Project Assessment Questionnaire

Last Name: [_____]   First Name: [_____]

Address: [_____]   City: [_____]   State: [____]   Zip: [____]

Email: [_____]   Phone #: [_____]

Date: [____]   Project Name: [_____]   Project Site: [_____]

- Refer to our Vital Records Checklist to select prospective documents and photos for the project.
- Inspect target documents and photos to ensure they are detached, in good condition, and legible.
- The analog to digital conversion process does not include image restoration or document enhancement of poor quality targets beyond a level deemed necessary to confirm legibility.
- Identify duplex (double-sided) documents that must be converted to simplex (single-sided) before automatic document feeding.
- Attach under-sized papers (i.e. receipts, post-it notes, index cards, etc.) to a sheet 8½ x 11 in. to facilitate automatic document feeding.
- Folder content and indexing is built by assigning the following metadata TAGS to each target document or photograph:

NAME(s): [_____]

EVENT(s): [_____]

YEAR(s): [_____]

LOCATION(s): [_____]

OTHER: [_____]

Photographs: Legacy ☐   Vital ☐   Preservation ☐

*Our volume estimator can help calculate likely quantities. Photographs regardless of size are not fed through the automatic document handler but rather placed directly on the glass for manual scanning.

*Est. Color Photos [_____]   *Est. Black & White Photos [_____]

Documents: Legacy ☐   Vital ☐   Preservation ☐

*Our volume estimator can help calculate likely quantities. **Detached** hardcopy documents are scanned by auto document feeder. Damaged or delicate documents are placed on glass for manual scanning. All documents are scanned in black & white at 300dpi.

*Est. Black & White Documents [_____]

To receive a preliminary project plan and cost estimate, please return a completed assessment form to robertd@byterecover.com Photos of any boxes, file cabinets, or containers that currently store the target items can help determine project scope. Finally, include any notes or specific instructions; a response will be sent within 48 business hours. Thank You for Your Business!