

**REQUIRED-> PROJECT/DOCUMENT TITLE:**

**CLIENT DEPARTMENT:**

**REQUIRED-> CLIENT NAME:**

**CLIENT OFFICE ADDRESS:**

**CLIENT PHONE:**

**REQUIRED-> CLIENT EMAIL:**

### PRINTED DOCUMENTS

Approximate # of pages:

Organization of scanned documents:

- ☐ Please combine all documents into a single digital file with the title listed at the top of this page.
- ☐ Please create multiple files. **(Write instructions for separating and titling files here:)**

(Please note: if these instructions are not clear, a single file will be created and instruction can be provided for separating out content at a later date.)

Desired completion date:

- ☐ I don't have a strict deadline.

Format(s) desired:

- ☐ Portable Document Format - Image and searchable text layer (.pdf) [please note that accuracy of searchable content relies heavily on source quality]
- ☐ Microsoft Word (.doc) [please note that accuracy relies heavily on source quality]

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- ☐ email
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# Scanning Assistance Form

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