**Tips for Obtaining Accurate Vendor Quotes**

When requesting vendor quotes, please be sure to include the following for accurate vendor quotes:

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| --- |
| A description of the various types of documents |
|  |
| Describe Indexing requirements |
|  |
| Color requirements (if any) |
| Black / White @ 200DPI |
| Size of documents |
| letter |
| Condition of documents |
|  |
| Preparation of documents required? e.g. removal of staples, clips, unfolding, de-binding, purging, etc. |
|  |
| Estimate of total number of pages |
|  |
| Percentage of double-sided documents |
|  |
| Total number of files (images) to be indexed |
|  |
| OCR (Optical Character Recognition) required? |
| No |
| Final Output Desired (Tiff, PDF,etc.) |
| TIF or PDF |
| Number of Cubic foot cartons for pickup |
|  |
| Will documents need to be retrieved while offsite? |
| A few documents may need to be recalled |
| Final disposition of documents (Return or Certified Destruction by shredding) |
| Certified Destruction by shredding |
| Complete address of where documents will be retrieved from including contact name, phone #, floor number and whether an elevator is available? |
|  |