



## EXECUTIVE SUMMARY – OFFSITE SCANNING SERVICES

NOS is pleased to present this Rough Order of Magnitude to CRESA. Providing a dominant client experience while operating with the utmost of integrity is the foundation of National Office Systems. Our team of records management professionals has designed and developed unique solutions for efficiently managing records for over 30 years.

We provide businesses with high-quality, cost-effective document scanning solutions. NOS is equipped with state-of-the-art hardware and software specifically designed for quality image capture. All images will be scanned at the most optimal setting in allowing for unlimited improvement of image clarity. Although this process is time consuming and laborious for production purposes it yields the highest clarity image without distortion.

### Rough Order of Magnitude (ROM) Estimate of Effort Classification – *Offsite Scanning Services*

Item	Ordered	Approximate Cost
Prep, Scanning, Indexing, OCR, QC	1 Box (2,625 images)	\$315.00
Shredding	1 Box	\$14.70
Total Estimate		\$329.70

- Please note that the above estimate is not a proposal.
- The client acknowledges that prices are subject to change upon file survey and volume estimates.
- Once an exact measure of boxes is accounted for, NOS will conduct a final survey and walk through by which a final estimate will be provided to the client illustrating the entire project's level of effort and cost to complete within a variance of -5% to +10%