

Scan to Archive - DOCUMENT ANALYSIS

To help us find the 'right' solution for your document imaging needs, please fill up this form in order to understand your document needs better

- How do you currently store your records :
 Paper hard copy Microfilm Electronic Files Document Imaging System
- Type of documents in the Archive (Attach a separate sheet for details on the Archive and type of documents)
- Do you have a legal requirement to store this document?
 Yes No
- How long do you keep this document before discarding it?
 Less than 6 months One year Five years Ten years Others (please specify)
- Do you also receive these type of documents on a daily basis . If so, how many do you receive per day?
 Less than 500 500 - 1000 1000 - 10,000 Others (please specify)
- How many of these documents are currently stored in your archive?
 Less than 500 500 - 1000 1000 - 100,000 100,000-1,000,000 Others (please specify)
- Once this document is archived, do you ever access it?
 Yes No
 If yes, how big a percentage of the document would be retrieved again?
 <5% 5% 10% 20% Others (please specify)
 Of the total documents retrieved (100%), which percentage of the documents would be retrieved for :

First month	<input style="width: 40px; height: 20px;" type="text"/>	%
Within three months	<input style="width: 40px; height: 20px;" type="text"/>	%
Within six months	<input style="width: 40px; height: 20px;" type="text"/>	%
Within 12 months	<input style="width: 40px; height: 20px;" type="text"/>	%
Within 1 year to 10 years	<input style="width: 40px; height: 20px;" type="text"/>	%
Total documents retrieved	<input style="width: 60px; height: 20px; text-align: left;" type="text" value="11010"/>	%
- How big a percentage of your documents have information on both sides of the page ?
 <10% >10% 40% 60%
- Which size is the document?
 Letter (A4) size Ledger (A3) size
 Special dimension please specify in mm: H mm X W mm
- Is your document a form? Yes No
 If yes, then do you need the data to be captured for :
 Full information Index information only
- Is the document : Colour B&W
- If colour, then is the colour document important in a way that you need to retain the colour data?
 Yes No
- Does your document have any attachments Yes No
 If yes, please describe the kind of attachment
- Is there any other characteristics of your document, which you think, is important to be mentioned? For e.g. a document which contains affixed postage stamps or photographs.