Conversion Services

Client_____Division_____

Date _____

Project_____

Contact _____

Billing Contact _____

Address_____

Address_____

Telephone _____ ***Fax*** _____ ***Telephone*** _____

Fax_____***Email*** _____

Service	Price		Service	Price
Per Image	$_____		Pick-Up of Project	$_____
Per Index	$_____		Pick-Up/Delivery for Files/Boxes*	$_____
Per Hour – for Preparation of Documents (Approx 600/hr)	$_____		Per File/Box Pull Charge	$_____
Service 1 – Original Conversion	$_____		Storage of Documents – Regular Boxes	$_____/Box
Service 2 – Disaster Recovery	$_____		Storage of Documents – Large Banker Boxes	$_____/Box
RECTEC In-House Back-up $3/CD/Month	$_____		RECTEC Boxes – Bundle of 10 ($3/each)	$_____
Inventory – Per Hour (Provide an accurate detailed inventory list in electronic format to avoid charges)	$_____		Destruction of Documents	INCLUDED
Annual Maintenance/Phone Support $350/YR **Service will begin when a signed MSA and Payment are received**	Accept/Decline		* Price reflects hand delivery price. If unable to hand deliver you will incur the Delivery Service/FedEx charges applicable.	

DEPOSIT
There will be an initial _____% percent deposit on the total project. (Totaling $_____)

DOCUMENT SECURITY – PLEASE ACCEPT ONE (INITIAL – CLIENT ACCEPTANCE)
After 30 Days RECTEC will destroy all original source documents that have been scanned, converted to electronic media and delivered to the customer. _____

RECTEC will return all original source documents after the work is completed. _____

RECTEC will store all original source documents for the above-mentioned fee. _____

LENGTH OF AGREEMENT
Client can accept this agreement for _____ months/or Length of project by signing below. By signing below you are acknowledging that you have read completely the terms and conditions of this contract.

_____	_____	_____
Print Name: Client	**Client Signature**	**Date**
_____	_____	_____
Print Name: Sales Representative	**Sales Representative Signature**	**Date**