



SCAN ON DEMAND

Client _____ Division _____
 Date _____
 Project _____
Contact _____ **Billing Contact** _____
 Address _____
 Address _____
 Telephone _____ Fax _____ Telephone _____
 Fax _____ Email _____

Service	Price	Service	Price
Monthly Internet Fee SOD/Number of Users _____	\$ _____	Pick-Up of Project	\$ _____
Per File/Box Pull Charge	\$ _____	Pick-Up/Delivery for Files/Boxes*	\$ _____
INFO@Hand (Per gig/Month)	\$ _____	Storage of Documents - Regular Boxes	\$ _____/Box
INFO@Hand Archive (Per Cubic Foot/Month)	\$ _____	Storage of Documents - Large Banker Boxes	\$ _____/Box
Set Up & Training	\$ _____	RECTEC Boxes - Bundle of 10 (\$3/each)	\$ _____
Inventory - Per Hour (Provide an accurate detailed inventory list in electronic format to avoid charges)	\$ _____	* Price reflects hand delivery price. If unable to hand deliver you will incur the Delivery Service/FedEx charges applicable.	
Annual Maintenance/Phone Support **Service will begin when a signed MSA and Payment are received**	\$ _____ Annually		

DEPOSIT

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

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 printed on the back of this contract.

Print Name: Client

Client Signature

Date

Print Name: Sales Representative Sales Representative Signature

Date