



Fact-finding questionnaire *for volume scanning*

These are the questions we ask before every quote. Rough answers are fine: we confirm everything when we see the boxes. The more you tell us, the sharper your quote.

01 About you

Organization

Your name

Title

Work email

Phone

Best time to call

Where are the boxes? (pickup address or area)

02 Volume

Number of bankers boxes

Kind of records

When would you like to start?

Any deadline?

ROUGHLY HOW MANY PAGES IN TOTAL?

☐ Under 500

☐ 500 to 1,000

☐ 1,000 to 10,000

☐ 10,000 to 25,000

☐ More than 25,000

03 The pages

Single-sided _____ % Double-sided _____ %

Letter (8.5 × 11) _____ % Legal (8.5 × 14) _____ % Tabloid (11 × 17) _____ %

PREPARATION

☐ Remove staples and keep every page in order

☐ Re-staple and return the paper as it came

☐ Move sticky notes to the back of the page

04 Anything out of the ordinary?

☐ Receipts or register tapes

☐ Spiral-bound documents

☐ Surlox binders

☐ 3-ring binders

☐ Books

☐ Special-value documents
(certificates, awards, honours)

☐ Wide-format drawings or maps

☐ Slides

☐ Negatives or positives

05 Colour

Black and white _____ % Grayscale _____ % Colour _____ %
Colour adds \$0.05 a page.

06 What you'd like back

FILES

- ☐ Searchable PDF ☐ Image-only PDF ☐ Index in Excel or CSV
How should files be named? (for example: Client name_File number)

DELIVERED TO YOU

- ☐ On your computer ☐ On a USB key ☐ Your secure cloud ☐ Uploaded to your portal

YOUR PAPER ORIGINALS AFTERWARDS

- ☐ Returned to you ☐ Stored securely (\$3.00 a box per month) ☐ Securely shredded (quoted)

07 Anything else we should know?

Send it back: email a photo or scan to rob@yeswescan.ca, or call 613-223-7359.

Or fill it in online:
yeswescan.ca/planner