FORM A
DOCUMENT IMAGING SERVICES

Carbon Lehigh Intermediate Unit #21
Management Information Services – Document Imaging

Carbon Lehigh Intermediate Unit #21
4210 Independence Drive
Schnecksville, PA 18078-2580

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn"

Please complete Client A section ONLY to obtain an estimated cost of project.

Instructions: Download form, complete, and click on "Submit Form" OR print and fax to Nathaniel Zink at 610-769-1290.

NOTE: Box weight limit is 50 lbs.

Download form to use these buttons:

Clear Form | Submit Form

CLIENT A

Client Name/Address		Date	Phone #
Title/Position	**Location/Room #**		**School Code**
Name of Project	**Total # of Boxes**	**Approx # of Folders per Box**	**Approx. # of Pages per Folder**

Please check below to verify:

☐ Client understands it is responsible for the integrity of all documentation. CLIU #21 is not responsible for contents. _____Initial
☐ Client is required to verify completed project database documentation within one month upon receipt. _____Initial

Prep Work Completed by Client

☐ All staples will be removed.
☐ All paper clips will be removed.
☐ All duplications will be removed.
☐ All folders will be counted and verified with above #.
☐ I understand **A detailed list must be included in each box.**
☐ Paper edges will be flattened.
☐ Ripped papers will be taped.

Client is requesting CLIU Document Imaging Department to process, at an additional cost:

☐ Prep work (staples, paper clips, edges, rips, duplications)
☐ Scan small notes with work.
☐ Copy any information on outside folder.
☐ Other: _____

Delivery/Pickup ☐ Yes, *at an additional cost* ☐ No

Location for Deliveries:

_____

Budget Code (Required): _____

I would like my documentation:

☐ Shredded
☐ Originals returned to above location
☐ 30-day storage

Special Requests:

I am requesting the CLIU Document Imaging Department to do the following:

_____

Indexed by (up to 2 fields at no cost):

☐ Name
☐ Date of Birth
☐ Date of Graduation
☐ Other: _____
☐ Date of Withdrawal File
☐ Closing Date
☐ Social Security Number *(where applicable)*

For additional fields, a $.03 line charge will be added to cost per line/per record

☐ Additional fields: _____

_____

Batch # _____

Do Not Write Below – For CLIU #21 Staff Only

☐ Prep Work - $19.00/hr x _____ = _____
☐ Scanning/Indexing - $.13/image x _____(images) = _____
☐ Copy Charge – $.029/image x _____(images) = _____
☐ Data Storage - $62.00 per 15,000 images x _____(quantity) = _____
☐ Data Retention (Non-Perpetual) - $62.00 x _____(quantity) = _____
☐ Discretionary Prep Work - $19.00/hr x_____(hours) = _____
☐ Additional Index Charge: $.03/per line/per folder x_____(folders) = _____

☐ IU Transport – Pickup (Travel Zone ____)/Delivery (Travel Zone ____)
Total Travel = _____
☐ Disposal/Shredding - $12.00/hr x _____(hours) = _____
☐ 30-day storage for Disp/Shred - $3.00/box x _____(quantity) = _____
☐ Outsource CDExpress DB Addition x _____(quantity) = _____
☐ Outsource CDExpress CD Burn x _____(quantity) = _____

ESTIMATED COST OF PROJECT $_____ Date Estimate Sent to Client_____

CLIENT B

Carbon Lehigh Intermediate Unit #21
Document Imaging Center

The estimated cost listed above is good for 30 days, after 30 days it will be void. I agree to the above noted and understand the cost of the project is an estimate until the final bill is sent to client.

Please sign and return to Nathaniel Zink, CLIU #21, Document Imaging, 4210 Independence Drive, Schnecksville, PA 18078, email: zinkn@cliu.org, or fax: 610-769-1290 within ten days (10) of receipt. Thank you.

_____ _____
Signature of Client Date

The Carbon Lehigh Intermediate Unit is an equal opportunity employer and does not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability in activities, programs or employment practices. For information regarding civil rights or grievance procedures, contact the Director of Special Programs and Services, Compliance Officer for Educational Programs and Services, or the Director of Human Resources, Compliance Officer for Employment Practices, at the Carbon Lehigh Intermediate Unit, 4210 Independence Drive, Schnecksville PA, 18078-2580, 800-223-4821.