

**ProScan Document Imaging Ltd  
Unit 6 Radcliffe Court  
Radcliffe Road  
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**Tel: 02380 630050**

## **ORDER DISPATCH FORM - BOOK SCANNING**

HOW TO USE THIS FORM:

YOUR DETAILS - Please provide your name, address, email and phone number(s) in the boxes below.

CONTENTS - Please list all the items you are sending. Please be as accurate as possible with your quantities so we know what to expect.

NEXT STEP - Package your items carefully including this completed form. Cut off our address section below & attach it to the outside of your package.

POP IT IN THE POST - We recommended sending your order using a tracked service, we recommend either Royal Mail or Hermes.

WHAT HAPPENS NEXT? – As soon as your order is received it will be allocated a job number and placed in our production queue for scanning. We will contact you again once everything is complete but please feel free to contact us for an update at any time.

<b>YOUR DETAILS</b>		<small>PLEASE WRITE CLEARLY IN BLOCK LETTERS</small>
Name	Address	
Email		
Phone		

Cut along dots & attach to your package

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## ITEMS ENCLOSED FOR SCANNING

Bound Books		
Page Size	Qty of Books	Price per Page
Up to A4 (210x297mm)		<b>£0.28</b>
Up to A3 (297x420mm)		<b>£0.35</b>

\*Prices are per page scan at 300dpi. Please call to discuss costs for higher resolutions and volume discounts. Vat will be charged at the standard rate.

Additional Services		
		Price per Page
Searchable PDF (OCR)	Y / N	<b>£0.02 per page</b>
Conversion to MS Word *	Y / N	<b>£0.15 per page</b>
Conversion to Kindle *	Y / N	<b>£0.45 per page</b>
Conversion to Epub *	Y / N	<b>£0.45 per page</b>

\*Some manual correction may be required as OCR is not guaranteed to be 100% accurate

\*Kindle & Epub conversion is not suitable for books with complex layouts

MISCELLANEOUS		
		Price
USB Flash Drive	Y / N	<b>£15</b>
Secure Download Link	Y / N	<b>£10</b>
Return Delivery by DHL	Y / N	<b>£8.00 - £12.00</b>

\*Please choose from either a USB or download link to receive your scanned images

\*We have a minimum scanning charge for each service of £10 plus any extras such as USB or return postage.