



Microsystems, Inc.

Scanning, Microfilming, and Storage

625 Academy Drive
Northbrook, IL 60062
Phone (847) 205-1986 Fax (847) 205-5386
www.microsystemsinc.com

July 6, 2022

Ms. Donna Locher
Village of Arlington Heights
Engineering Department
33 South Arlington Heights Road
Arlington Heights, IL. 60005-1499

Dear Donna,

We appreciate all of the business from The Village! Here is the quote for the fiche and the paper

FICHE

VOLUME Estimate 22,000 fiche

NUMBERING FICHE

SCAN @ 200 DPI

INDEX FICHE HEADER #

DATASHARE TITLE

QC

HARD DRIVE

COST	22,000 x \$1.16	\$25,520
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PAPER

VOLUME Estimate 70,000 pages, 2,100 drawings and 500 files

PREP	Target, destaple, unfold and mend as required	
	182 hours x \$16	\$ 2,912
SCAN REGULAR	70,000 x \$.05	\$ 3,500
SCAN DRAWINGS	2,100 x \$.79	\$ 1,659
INDEX	500 x \$.20	\$ 100
QC	Images and data	\$ 100
MERGE DRAWINGS	2,100 x \$.06	\$ 126
FLASH DRIVE		\$ 35
PACK RECORDS – includes boxes	32 boxes x \$4.50	\$ 144
PICKUP		\$ 72
SHRED		\$ 80
COST		\$ 8,728

TOTAL ESTIMATE BOTH PROJECTS **\$34,248**
EXACT IMAGE COUNTS ARE BILLED

Donna, please let me know if you have any questions.

Sincerely,

Chris Ripkey
Microsystems, Inc.
847/205-1986 x13