

Document Scanning & Digitization Services

Prepared for: Lincolnwood SD 74

Prepared by: Cross Rhodes Print & Technologies

Date: 01.09.2026

Overview

Cross Rhodes proposes to provide secure, accurate, and efficient document scanning and digitization services to convert physical records into digital files. Our solution improves accessibility, reduces storage costs, and enhances information security.

Scope of Services

- **Document Preparation:** Sorting, staple removal
 - **High-Resolution Scanning:** 300 DPI B&W
 - **Image Processing:** Crop and rotate
 - **OCR (Optional):** Searchable documents
 - **Indexing & File Naming:** Based on client-defined standards
 - **File Delivery:** PDF via USB Drive or Transfer Portal
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Security & Compliance

- Controlled-access scanning facilities: All scanning performed at our site
 - Confidentiality agreements for all staff (if necessary)
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Pricing

Pricing is based on document volume and service requirements:

- **Medium Litigation:** \$0.24 per page
- **File Renaming:** \$0.33 per file
- **OCR:** \$0.02 per page
- **Auto-Feed 8.5x11 Scanning:** \$0.07 per page

- **Write files to USB Drive:** \$45.50 per drive
 - **Send files via Email or Transfer Portal:** \$1.25 per file
 - Quantity discount applies to larger batches (\$0.50 - \$1.00 per file)
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Delivery and Transit

- Our driver will collect/deliver up to 6 boxes in a single trip
 - PDF documents will be delivered along with each drop off
 - Net 30 Terms on all invoices
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Why Choose Cross Rhodes

- Proven accuracy and quality control
 - Dedicated project management from start to finish
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Acceptance & Next Steps

This proposal is valid for **90 days**. Upon approval, we will schedule a project kickoff and, if desired, conduct a pilot scan.

Accepted by: _____ **Date:** _____

Respectfully Submitted
Cross Rhodes Print & Technologies



Dan Rust
Production Manager

* Quantities on the following pages are estimates only and subject to change

Cross Rhodes – IL
30 Eisenhower Lane N
Lombard, IL 60148 US
+16309634700
kweber@x-rhodes.com
www.x-rhodes.com



ADDRESS

Lincolnwood SD74
6950 N East Prairie Rd
Lincolnwood, IL 60712

Estimate 1197

DATE 01/09/2026

P.O.#/JOB NAME
Student Record Scans

CONTACT
Jordan Stephen

SALES REP
House

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
5031	Rename Files	375	0.33	123.75
Medium Litigation	Scanning of Medium Litigation	6,250	0.24	1,500.00
5050	Write Files to USB Device (Per USB)	1	45.50	45.50
50KWS-Page	Keyword Search Ability (Per Page)	6,250	0.02	125.00
90Delivery	Delivery/Pickup via Driver / Courier (Per Pickup/Delivery)	2	41.60	83.20

**Late fees applied to Invoices after 30 days

TOTAL \$1,877.45

Accepted By

Accepted Date

Please REMIT PAYMENT to:
Cross Rhodes
30 Eisenhower Lane N
Lombard, IL 60148

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Lombard, IL 60148 US
+16309634700
kweber@x-rhodes.com
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ADDRESS

Lincolnwood SD74
6950 N East Prairie Rd
Lincolnwood, IL 60712

Estimate 1173

DATE 01/09/2026

P.O.#/JOB NAME
Board of Education Scans

CONTACT
Jordan Stephen

SALES REP
House

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
5020	Sm Doc Scan to PDF/TIFF 8.5x11	52,000	0.07	3,640.00
5031	Rename Files	700	0.33	231.00
5050	Write Files to USB Device (per USB)	1	45.50	45.50
HANDLABOR	Hand Labor (per hour)	10	60.00	600.00
90Delivery	Delivery/Pickup via Driver / Courier	6	45.00	270.00

**Late fees applied to Invoices after 30 days

TOTAL \$4,786.50

Accepted By

Accepted Date

Please REMIT PAYMENT to:
Cross Rhodes
30 Eisenhower Lane N
Lombard, IL 60148

A handwritten signature in black ink, appearing to be 'J. Stephen', is written over a circular stamp or seal.