EasyArchive

Fully Managed Document Storage

Harlem SD 122 c/o Joshua Aurand – Setup and Software Proposal/Estimate

Proposed by:

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➢ **$6,000.00 – Large format scanning ($2 per sheet w/ tagging x 3,000)**
- o Scanning and indexing of all files
- o Deskew and Despeckle Software
- o Estimated 100 drawings per draw x 25 drawers = 2500

➢ **$1,980.00 – Tagging and Setup (2,200 files x $.90)**
- o Files received electronically from architect
- o Tagging of all documents (seven categories/filters)

➢ **$6,300.00 – Building Setup Fee (12 Bldgs x $525)**
- o Creation of district homepage
- o Creation of building landing pages and all buttons
- o Pulling up all duplicates and creating accurate historical timeline

➢ **$0.00 – Installation/Server setup and training session**
- o Setup district database on server
- o Training session – 1 hour if needed

➢ **$2,400.00 – Annual Software Fee**
- o Unlimited seats/users!
- o Includes 20 hours of one-on-one support
- o 250G of storage on our servers & PDF output of all files annually (Piece of mind)
  - ▪ Daily, weekly, and quarterly backups included (Multiple locations)
- o Includes all general upgrades and software enhancements moving forward

  ➢ **One time initial Expenditure = $16,680.00**
  - o Includes entire first year of service
  ➢ **Annual fee starting year two = $2,400.00 per year!**

Customer Signature _____EasyArchive Signature_____

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