



Client:

please fill in digitally or in PRINT CAPITALS!

Send to:

REPRO ONLINE
Abteilung Planscan
Mohrenstraße 11-17

D-50670 Köln

First name Last name

Company

Street number

Zip code, town, country

Email for order confirmation and invoice

Telephone for queries

VAT ID

LARGE DOCUMENT SCANNING ORDER

Please fill out this order form completely and send it together with your scan templates to the address above. After we have received and checked your originals, you will receive an email confirmation with a fixed price for your order. If you do not agree to these costs, we will return your originals to you free of charge. In this case, you will not incur any costs.

Digitization specifications	Please fill in/check!		
Color mode	<input type="checkbox"/> Color	<input type="checkbox"/> Grayscale	<input type="checkbox"/> B/W
Output format	<input type="checkbox"/> PDF	<input type="checkbox"/> Tiff	<input type="checkbox"/> JPG
Scanning method	<input type="checkbox"/> Sheet-fed scanner	<input type="checkbox"/> Contactless	
File naming	<input type="checkbox"/> numbered	<input type="checkbox"/> According to drawing number	
Data transfer	via download link, resolution 300dpi		
Plan return	<input type="checkbox"/> return	<input type="checkbox"/> will be picked up	<input type="checkbox"/> dispose ¹⁾
Number of plans and sizes:	_____		
Example: 5x 80x120 cm and 3x 50x70 cm	_____		

Your comment:

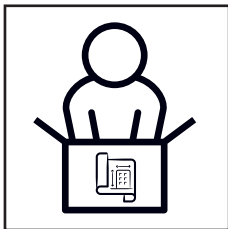
Date / Signature

1) Templates are disposed of approx. 4 weeks after data transmission. Complaints are excluded thereafter!

Your large document order. This is how it works:



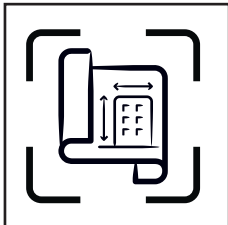
Please fill out the order form above.



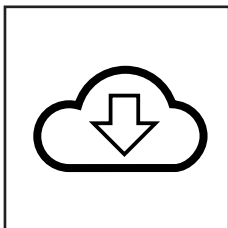
Send your order together with the scan templates to the REPRO ONLINE address provided.



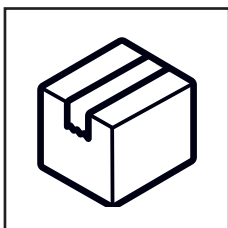
Upon receipt of your shipment, you will receive an order confirmation by email. This will show the services ordered and the price for your order. Please make your prepayment promptly to the bank details given in the order confirmation.



We start digitizing immediately after receipt of payment. The processing time is usually 1 working day.



Once the scan has been completed, you will receive a download link by email which you can use to download your scan data.



If you wish, we can return your originals, place them ready for collection or dispose of them after approx. 4-6 weeks.