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**REPRO ONLINE**  
Abteilung Buchscan  
Mohrenstraße 11-17

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Telephone for queries

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**ORDER DOCUMENT SCAN**

*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"/> b/w	
Output format	<input type="checkbox"/> PDF	<input type="checkbox"/> OCR text recognition <sup>1) 2)</sup>	
Resolution	<input type="checkbox"/> 300 ppi		
Dateerstellung <sup>3)</sup> :	<input type="checkbox"/> Standard one file for A4/A3, large format plans separately, without individual naming <input type="checkbox"/> Variant 1 ile with bookmarks according to table of contents or similar, large format plans are inserted. <input type="checkbox"/> Variant 2 individual files per separation, large format plans are inserted <input type="checkbox"/> Variant 3 Individual files per separation, plans separately > Naming according to drawing content		
Data transfer:	<input type="checkbox"/> Download Link		
Staple back originals:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Return templates:	<input type="checkbox"/> Self-collector	<input type="checkbox"/> send back	<input type="checkbox"/> dispose

Your comment:

\_\_\_\_\_  
Date / Signature

*1) only works for text documents 2) please specify the language in the comment field 3) see page 2 for a more*

# ORDER DOCUMENT SCAN

## Explanation for the handling of originals and storage of scanned documents

### Standard version

Cheapest option - numbered files:

- Naming of the digital (super)folder according to the labelling on the folder spine label.
- Scanned documents up to A3 are saved as one file and named '000'.
- Large-format plans are saved separately and numbered automatically (001-XXX).

### Variant 1

A file with a bookmark is created for each folder/folder:

- Name the file according to the labelling of the folder spine label.
- Bookmark according to the structure of the original folder with recognisable separation by e.g. table of contents, index or separator strips. Table of contents, index or separator strips.
- Large-format plans are inserted into the PDF file at the appropriate places.

### Variant 2

For each folder/folder, the content is split into individual files if there are separations:

- Naming of the digital (super)folder according to the labelling of the folder spine label.
- One file per recognisable separation, e.g. table of contents, index or separator strip.
- Large-format plans are inserted into the PDF files at the appropriate places.

### Variant 3

Plans and KF are saved separately and named according to (drawing) content:

- For each separation, the small format is saved as individual files.
- If the content is separated by large-format plans, these are saved separately and merged with the files in a subfolder named according to the separation chronologically in the folder or file structure. the folder or file structure.

### File back originals

This option significantly affects the scanning process in terms of time and cost.

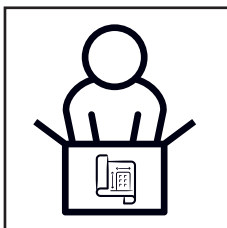
Option YES: After scanning, stapled or stapled originals are stapled or stapled again as they were originally. stapled or stapled, brochures are scanned intact.

Option NO: Originals are not stapled/stapled back, brochures are opened and/or cut open.

## Your file scan order. This is how it works:



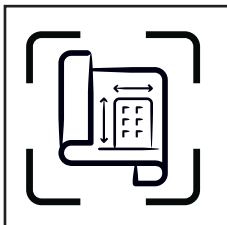
Please fill out the order form above.



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



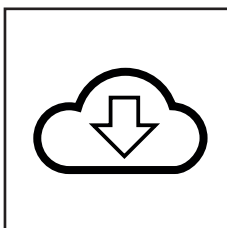
Upon receipt of your shipment, you will receive an order confirmation by email. This will show the services ordered and the price for your order. Please make your prepayment promptly to the bank details given in the order confirmation.



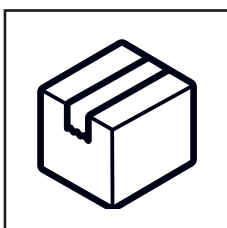
We start digitizing immediately after receipt of payment. The processing time is usually a maximum of 10 working days.

General note:

The book scan is not suitable for creating professional reprints. Please observe the usage and reproduction rights of the publisher/author!



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



We will return your originals by courier or dispose of them after approx. 4-6 weeks.