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September 27, 2019

Bobbie Davis  
Panola County Clerk  
110 S. Sycamore St., Room 201  
Carthage, TX 75633

Proposal #:00131780

Dear Bobbie,

Enclosed is a proposal to scan and index 8001 Probate Cases. I have broken down into two phases as attached. Scanning the case files and a few of the shuck files will be Phase #1. Scanning the remaining shuck files -- along with indexing all cases -- will be Phase #2.

I have provided the archival sleeves and the de-acidification as options at the end of Phase #2. That would be one sleeve per casebinder with all pages in the sleeve (about 1" maximum).

Please contact me with any questions you might have or if I can assist on starting Phase #1. Thank you for your past business!

Sincerely,

A handwritten signature in black ink that reads "Tommy". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Tommy Ellis  
Sales Manager

**Proposal Notes:**

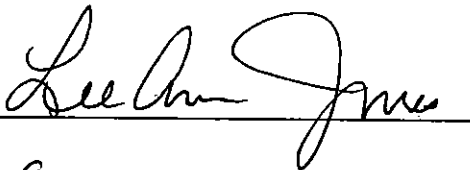
This proposal reflects the estimated charges for the following:

- Pickup of 120-150 boxes of court cases (all Probate cases 1-8001)
- Scan cases in End Tab Files (remove from encapsulations, remove any fasteners, scan in order, de-acidify if approved, replace in encapsulations, affix in End Tab Folder)
- Scan cases in Shucks (remove from shucks, remove any fasteners, place in End Tab File Folders, store to flatten, scan in order, de-acidify if approved, place in encapsulations, affix in End Tab Folder)
- Index all cases by probate case name (name of deceased) and file date
- Output images to a single PDF file per case, output data to an Excel spreadsheet, with links to PDF images- Deliver on USB flash drive or external hard drive

De-acidification is provided as an option, priced as though done during process. If pages are de-acidified later, then an additional per case labor charge will apply to pull pages out of encapsulations and replace pages in encapsulations.

**PROPOSAL #001311780  
PANOLA COUNTY CLERK - Phase #1**

Service	Qty	Price	Ext Price
Doc Prep – standard file Folder ---Before scanning--- Remove pages from folders clasps, remove from encapsulations, remove fasteners (staples, paper clips, etc) unfold, extract from envelopes ---After Scanning--- Place in encapsulations, replace in folder clasp	175,000	0.085	\$14,875.00
Loose Page Scanning Off-Site – Legal and smaller – Flexible scheduling – standard file folder documents, with clasps	175,000	0.130	\$22,750.00
Doc Prep – Shuck Files ---Before scanning--- Remove pages from folders clasps, remove from encapsulations, remove fasteners (staples, paper clips, etc) unfold, extract from envelopes ---After Scanning--- Place in encapsulations, replace in folder clasp	10,000	0.370	\$ 3,700.00
Loose Page Scanning (shuck files) Off-Site – Legal and smaller – Flexible scheduling – shuck file documents, folded with envelopes Index-File date	10,000	0.200	\$ 2,000.00
<b>Total</b>			<b>\$43,325.00</b>

Customer Acceptance 

Date: 10-15-19