



www.scott-merriman.com

scott-merriman@sbcglobal.net

Telephone 972-484-7113

Toll-Free 800-648-7022

Fax 972-484-8908

March 18, 2020

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

Re: Proposal #00131854A

Dear Bobbie,

Enclosed is a proposal for scanning & indexing Panola County case files.

The image counts in this proposal are very close to exact since we did Phase #1 in 2019 and performed a count then.

Thank you for your past business and please let me know if you have any questions.

Sincerely,

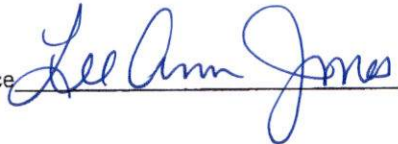
A handwritten signature in cursive script that reads "Tommy".

Tommy Ellis
Sales Manager

**PANOLA COUNTY CLERK -
PROPOSAL #00131854A - Phase 2 Scanning & Indexing**

| 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 | 175,484 | 0.085 | \$14,916.14 |
| Loose Page Scanning Off-Site – Legal and smaller – Flexible scheduling – standard file folder documents, with clasps | 175,484 | 0.130 | \$22,812.92 |
| Doc Prep – shuck files ---Before scanning--- Remove pages from shucks, remove from encapsulations, remove fasteners (staples, paper clips, etc) unfold, extract from envelopes, place in new acid free folders to flatten, label folders with case number ---After Scanning--- Place in encapsulations, replace in folder clasp | 32,699 | 0.370 | \$12,098.63 |
| Loose Page Scanning – (shuck files) Off-Site – Legal and smaller – Flexible scheduling – shuck file documents, folded with envelopes | 32,699 | 0.200 | \$6,539.80 |
| Index- File Date | 5,672 | 0.080 | \$ 453.76 |
| Index Court Cases – Name Single Name per case, most handwritten | 5,672 | 0.280 | \$ 1,588.16 |
| Output Images/Data Output single PDF per case, index information to Excel, with links to images, deliver on USB Drive (Shipping Included) | 208,183 | 0.020 | \$ 4,163.66 |
| Scanning & Indexing Total | | | \$62,573.07 |

Customer Acceptance



Date:

4-14-20