



Defining your volume

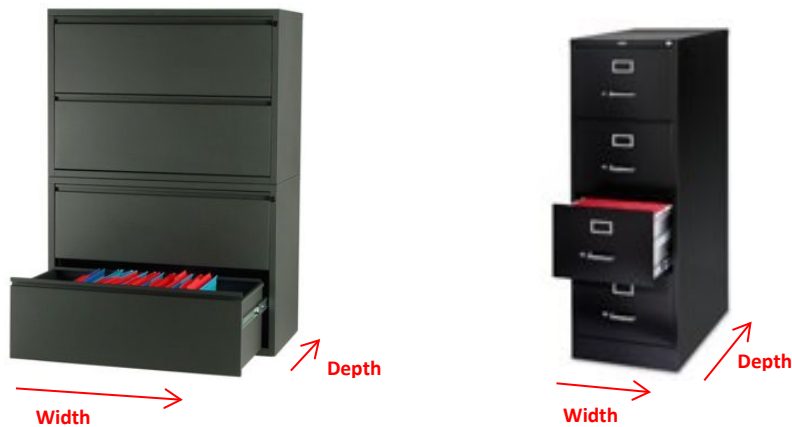
There are 3 items that impact the pricing of a scan project...

- Volume
- File Name or Indexing
- Prep Time (do you have files with lots of staples or relatively few staples)?

This document helps you determine your file volume. It comes with worksheets and helps us provide you with a quote that is more accurate than just an “estimate”. The goal is to reduce overage charges (an industry nightmare).

Sometimes your files are in cabinets

If you store your files in cabinets, you’ll want to tally up the number of file cabinets, the depth of the drawer, the width of the drawer and the number of drawers per cabinet. It’s also not a bad idea to define where the documents are from (HR / Sales / AP / AR / Marketing). That way we can begin to create a project plan for naming your files.



In the picture to the left, 1 cabinet, 4 drawers, 36” wide, 15” deep. In the example to the right, 1 cabinet, 4 drawers, 15” wide, 22” deep. You can use the worksheet and define the cabinets as follows...

Department	Number of Cabinets	Drawers Per Cabinet	Drawer Width	Drawer Depth
HR Personnel Active	1	4	15	22
HR Personnel Inactive	3	4	15	22
HR Benefits	3	5	36	15
Client Files Active	6	4	36	15
Client Files Inactive	2	4	15	18

Sometimes your files are on shelves



**Number
Of
Shelves**

**Shelf
Length**

Real simple, all we need is the total shelf space in linear inches. In this picture there are actually 2 sets of shelves (2 cabinets). Each cabinet contains with 6 shelves.

Each shelf measures 36 inches in width. So technically you have 2 cabinets, 6 shelves in each cabinet. You could also measure this as 6 shelves measuring 72 inches each.

Shelf Description	Number of Shelves	Length of Shelf
Medical Files Active	10	36
Medical Files Inactive	2	36
EOB's	2	48

Sometimes your files are in boxes

15 X 12 X 10



24 X 12 x 10



24 X 15 X 10



These are the 3 banker box sizes in use today. It's not uncommon for businesses to have files stored in more than one box size. A simple spreadsheet will help you to provide a vendor with the right information.

Department	Number of Boxes	Box Width	Box Length
Case Files Active	1	12	15
Case Files Inactive	3	12	15
Case Files (Updates)	3	12	24
Discovery Files	6	15	24

File Estimating Worksheet - Boxes

Department	Number of Boxes	Box Width	Box Length

File Estimating Worksheet – Cabinets

Department	Number of Cabinets	Drawers Per Cabinet	Drawer Width	Drawer Depth

File Estimating Worksheet - Shelves

Shelf Description	Number of Shelves	Length of Shelf