

**Company:**

**Department:**

**Contact name:**

**Email:**

## Please tick your requirements

### Digitisation of documents

- Document preparation  
(remove staples/paper clips/tape, flatten papers)
- Scanning
- Separating file per type of document
- Deleting unwanted pages
- Naming files

On completion:

- Uploading to cloud
- Saving to external storage

### Others services

- Data entry
- Sorting and filing
- Barcode scanning
- Counting
- Shredding
- Packaging and posting
- Error checking
- Basic PDF and image editing
- Others (please specify below)

**Type of document/job:**

**Quantity:**

**Frequency:**

**Preferred lead time:**

## Please describe the process and equipment needed

Thank you, we will get in touch with you shortly!