<u>Questions for Selecting the Correct Document Imaging Scanner</u>

1. **What is the motivation for scanning paper documents and what are your expectations for your imaging project?**
2. **What document types do you want to scan? (e.g., reports, invoices, checks, employee documents)**
3. **What are your smallest and largest sized documents?**
4. **Are the documents simplex (one sided) or duplex (double sided)?**
5. **What percentage of the documents is duplex?**
6. **Is there any color paper that is part of this project?**
7. **Do the documents need to be indexed (i.e. name, date, case #, etc.) and categorized by a document type (e.g., invoice, check, report)?**
8. **How many index values will you need to capture for each category of document (e.g., invoice #, check #, customer name, vendor name)?**
9. **How many pages are in a document on average?**
10. **What is the average batch size of the documents being scanned (total pages in each batch)?**
11. **Do you need to scan bound materials such as books, magazines, passports, etc.?**
12. **Do you require an imprinter/endorser to physically write a sequence of alphanumeric characters on the document either for pre or post scanning to verify each page was captured digitally?**
13. **Are you interested in a service and maintenance contract available to you for the scanner(s)?**
14. **How is the customer planning to connect the scanner to the PC or looking for a network scanner for many end users to scan?**
15. **Do you have distributed or centralized scanning requirements or perhaps both?**
16. **How will you retrieve the information once it has been imaged?**