

# Scan **25** by MODETTI®

modetti.com/scan25

SCAN ME



Easier life. Clear records.  
Save yourself space and time.

Output pages x per page + add ons = Easy & Fair  
Example, 500 pages (like a heavy box of A4 sized paper) from just S\$95

A4 Sized, per single-sided page	Per page if total > 500	Per page if total < 500
Black & White, 200dpi	\$0.19	\$0.40
Grayscale/ Black & White, 300dpi	\$0.25	\$0.50
Color, 300dpi	\$0.35	\$0.65
+ Optical Character Recognition (OCR) + removal of staples and stapling back + unique file name input, folder creation + return original source files via post + shredding and disposal afterwards	FREE FREE FREE PPA pricing \$40, every 1k pages	

SGD Singapore Dollars

**Just S\$95 deposit to start for > 500 pages.**  
Options available. If total output costs more, just top-up.

Note: Black & White 200dpi results in quite low res, not recommended for companies  
No copyrighted materials. Delicate/ bound documents may incur additional charges  
Scanning by MODETTI personnel within MODETTI premises, onsite charges apply  
Min. S\$95 deposit for scanning > 500 pages, bulk. If lesser pages, pay per pages to scan  
PPA is refundable Prepaid Postage Account, details at [www.modetti.com/ppa.htm](http://www.modetti.com/ppa.htm)

# Scan by MODETTI®

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Company Name and UEN/ ID	
Contact Person	Email Address

Do confirm the following order for Scan25 services provided by MODETTI®; the digitisation of paper documents and records I furnish based on following selections:

<u>Saved as .pdf in</u>	<u>Add-Ons</u>
<input type="checkbox"/> Black & White, 200dpi	<input type="checkbox"/> Remove staples and staple back
<input type="checkbox"/> Grayscale, B&W, 300dpi	<input type="checkbox"/> Unique file name input, folder creation
<input type="checkbox"/> Color, 300dpi	<input type="checkbox"/> Return original source files via post
<input type="checkbox"/>	<input type="checkbox"/> Shredding and disposal afterwards
	<input type="checkbox"/>

And hereby pay S\$ \_\_\_\_\_ as initial retainer (IR)/ full payment on the basis that:

- Output refers to each single-sided A4 sized page where there is any print/ ink/ image,
- There's no selective scanning or to specifically scan which pages front or back, or to sort which pages amongst the records I provided as it will be entirely scanned. If I wish not to scan any pages, I will remove it from the records,
- Final charges depend on number of pages saved multiplied by (per page rate + add-ons), example 500 @ S\$0.25 per page without add-ons is 500 x SGD\$0.25 = SGD\$125,
- IR itself pays for the start of scanning. I will pay the difference if IR is not enough, or MODETTI® will refund me the difference directly if it was more than final charges,
- I will provide 1 or 2 functioning USB storage media (ideally 2 as backup) to MODETTI® to save unto,
- I have full authority to handle, delegate, give instructions for and be in custody of these records,
- I have not provided any copyrighted/ contentious/ objectionable/ illegal content to be digitised,
- There are no delicate/ repaired/ torn/ worn/ faded content or pages requiring any special attention,
- MODETTI® will hand over the saved storage media to me upon full payment of the final charges,
- MODETTI® is not responsible for shredding/ disposing/ sending the records on my instructions.

Date

Paid invoice No. / Remarks

\_\_\_\_\_  
Contact Person Signature