

Case File Scanning and Indexing Agreement

➤ **“Project Estimates”**

- ❖ Documents to be scanned
 - Aperture cards:
 - 55 books - 20,000 Images
 - Micro-Fisch cards:
 - 24 books - 23,000 Images
 - Plat Books:
 - 7 books - 4,000 Images
- ❖ Image Indexing
 - 50,000 Images to be renamed and uploaded to the cloud for indexing and retrieval



➤ **“Quality Assurance” Services Estimate (1 person for 3 Months)**

- ❖ Every night the images will be uploaded to our Cloud Server, Backed-Up to a Solid State Hard Drive, and upon completion of the project the Clerk & Recorder will receive a Solid State Hard Drive of all of the images for storage at a place of their choosing

INITIAL ACCEPTANCE	CONTRACT DURATION	Base Cost
	During discovery as discussed, this contract duration will be 3.0 months for: -Labor for “scanning” of approximately 50,000 documents within the Clerk & Recorder’s vault. -Labor for “scanning” and “indexing” of all records. -Supply of all documents on a solid-state hard drive. -Payment as discussed 60% Down, 20% at end of 60 days, and final 20% upon completion -After supplying the SSD all documents will be uploaded to the cloud for storage -A monthly cloud management fee will be applied at this time of \$125.00 (Price subject to change with number of documents stored)	\$50,000

Every night the images will be backed up to a solid-state hard drive, uploaded to our proprietary cloud and upon completion of the project the Clerk & Recorder will receive a solid-state hard drive of all of the images for storage at a place of their choosing.

The below signed agree that many “unknowns” may exist when dealing with historical books and documents. If any “unknowns” arise during this process they will be brought to the attention of the project liaison and could possibly affect the terms, conditions and timeframe of this agreement, no additional expenses will be incurred without prior approval.



Braiden Burnš, President

Broadwater County

MUTUAL CONFIDENTIALITY AGREEMENT: Customer acknowledges that any proprietary software, hardware, or details of technique or processes are mutually-confidential between Meadowlark Search and Broadwater County and cannot be shared with any outside individual, party or otherwise without prior written-consent from both parties.