



DOCUMENT SOLUTIONS, INC.
Premium Electronic Document Services

Proposal for:
The Society for Industrial Archeology
(Legacy Data Conversion of *IA Journal*)

Submitted to: Don Durfee
The Society for Industrial Archeology
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DSI PROPOSAL

INTRODUCTION

Document Solutions, Inc. (DSI) is pleased to present the Society for Industrial Archeology with our proposal for legacy data conversion of *The Journal of the Society for Industrial Archeology (IA)*, the official journal of the Society for Industrial Archeology. The purpose of this conversion project is to add to the IA's electronic document collection (volumes 1975 to present).

The industry's leading PDF electronic document application firm, DSI routinely performs a wide array of PDF conversion, application development and related services to an extensive national and international client base. We specialize in conversion and management of high-value document collections, including publishing, legal, technical, scientific and marketing materials of all kinds. Our publishing clients include (among others):

- Academic Press
- Allen Press
- Annual Reviews
- Berrett-Koehler Publishers
- Hanley-Wood, LLC
- Imperial Printing Company
- SoftBook Publishing
- W.B. Saunders

To maintain our consistent quality and total accountability, work is performed and quality-controlled at our primary facility in Oakland, California by carefully-selected, highly-trained and closely-supervised managers, designers and operators.

Our clients know us for our genuine dedication to our clients' satisfaction. Extensive experience and best-of-breed technology uniquely equip DSI to present a world-class product from the first page to the last.

With Document Solutions, Inc., the Society for Industrial Archeology can expect the highest standards for concept development and technical execution available anywhere, at any price.

DSI is a member of the Adobe Solutions Network and is an Adobe Authorized Service Provider.



DSI PROPOSAL

DSI'S KEY BENEFITS INCLUDE

- ✓ Document Solutions' unmatched scanning prowess, quality control, and proprietary multi-resolution grayscale/color processing technique.
- ✓ Document Solutions' long-standing, industry-leading expertise with PDF, the universally recognized electronic document standard.
- ✓ Document Solutions' total commitment to providing top quality images. We assure our clients of clean, crisp, straight, and minimum file-size pages.
- ✓ Document Solutions' vast range of industry expertise. We take the time to understand your needs and deliver a custom-tailored solution.

**We offer a Turnkey Paper-to-Electronic
Document Conversion Service,
Fully Optimized for Electronic
Document Deployment and
Database Applications.**

PROJECT DESCRIPTION

Benefits of Electronic Document Conversion:

- Lasting preservation in digital form of original documents
- Recovery of storage space
- Original document content may be made accessible to screen readers
- No software other than the free Adobe Acrobat Reader is required

Essential Service Concept:

1. Scan original documents in a professional manner
2. Multi-Resolution Grayscale and Color Processing is available only from Document Solutions. Our proprietary technique means page images can include monochrome (black and white), color and/or grayscale images. This process creates dramatically superior text quality and significantly smaller files.
3. Convert resulting images to PDF files
4. Provide indexing by volume number, issue number, and article first page.
5. Deliver uploaded files via FTP Server or CD-ROM

Results:

The Society for Industrial Archeology will enjoy electronic access to their original documents. Electronic files will be saved and indexed according to the Society's specifications and requirements, allowing for easy retrieval, reference and incorporation. Using JBIG compression, file size will be minimal for uploading to the Society's website or future CD-ROM applications. We guarantee the smallest PDF files possible!



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PROJECT ASSUMPTIONS & SERVICES

- ◆ Volume:
Approximate Total Number of Volumes: 50
Approximate Total Number of Pages: 3,900 (estimate 80 pages per volume)
 - ◆ Paper: 8 ½" x 11"; double-sided
 - ◆ Intended use of Electronic Documents: Electronic documents will be added and stored to SIA's internal server.
 - ◆ File Naming/Document Separation: Document Solutions, Inc. proposes to create one PDF per article, and name each file using a "volume number - issue number - article first page" naming convention.
 - ◆ Location of Indexing Data: Contents Pages
 - ◆ Original Document Condition: All volumes will be delivered to DSI as bound, printed copies.
 - ◆ Converted PDF Format: PDF Searchable Image
 - ◆ Binding: Documents are original printed copies. DSI will remove the bindings from all volumes that have not been previously removed.
 - ◆ Document Return Delivery: CD-ROM or FTP
 - ◆ Grayscale/Color Image Processing: Multi-Resolution processing is available **only** from Document Solutions. Our proprietary technique means page images can include monochrome (black and white), color and/or grayscale images. This process creates dramatically superior text quality since the text area of the image is rendered in higher resolutions and with loss-less compression. You will see dramatically smaller files, and superior on-screen and printed text quality. Typical Multi-Resolution Applications include:
 - Documents requiring total graphical fidelity to the paper original
 - Low-cost electronic publishing of legacy/historical materials
 - Advertising and promotional materials
 - Academic journals
 - Research materials
- Alternatively, Document Solutions offers Full Page grayscale/color processing. This is a lower-cost alternative for many applications where small file size is not of premium importance.
- ◆ Scanner Used: All scanning will be performed using ADF (Automatic Data Feeder) scanners.
 - ◆ OCR Accuracy and Text Correction: Per the request of SIA, files converted to PDF Searchable Image format will **not** require OCR text correction.
 - ◆ Page Resolution: 300 dpi
 - ◆ Scanning Performed: At the request of SIA, DSI will scan all sections of each journal (every page), including all Reviews, Articles, Indices, Table of Contents, Covers, Announcements, and Membership documentation.
 - ◆ Scanning Recommendations: To ensure top quality images and minimum file size, DSI recommends Multi-Resolution grayscale/color processing. Each article will be processed with the optimal scanning modality.



DSI PROPOSAL

CHARGES

Line Item	Unit Price
<i>Preparation, Scanning and Processing</i>	
Scanning at 300 dpi & conversion to PDF/Searchable Image Format	\$0.36 per page
<i>Color/Grayscale Image Processing Options</i>	
Multi-Resolution Grayscale / Color image insertions	\$3.45 per image
Full Page Grayscale / Color images	\$2.25 per page
<i>Index Data Capture</i>	
Capture Author and Title Index Data	\$0.50 per article*
<i>Optional Services</i>	
Page Orientation Correction	\$0.03 per page
JBIG Compression (reduces file size by 30-70%)	\$0.02 per page
<i>Delivery</i>	
File Delivery via FTP (no sales tax)	\$0.05 per MB
File Delivery via CD-ROM	\$25.00 per disc



DSI PROPOSAL

TERMS

Proposal Pricing: DSI bases proposals on a detailed review of samples provided, along with a detailed discussion of the project specifications and volumes. This proposal is guaranteed for 60 days. All estimates, including charges and project specifications noted within this proposal, are subject to change based on alterations in the project specifications or volumes.

Billing Cycle: Invoices will be generated on net30 terms. An invoice will be generated at the end of each month until project completion. Credit cards (Visa and MasterCard) are accepted. Other terms of payment, including discounts for prompt payment, may be available. All unit charges are fully itemized on invoices.

Project Time Frame: DSI anticipates a 1-month turn around from receipt of original documents to final project completion.

OUR FACILITY

With a staff of over 15 full-time and many more part-time employees, DSI occupies 4,500 square feet on the 10th floor of the historic Latham Square Office Building in downtown Oakland, California. We are conveniently located 1 block from the 19th St. BART station, and 20 minutes from the Oakland Airport.

The DSI facility is located within Block 52 of the PG&E / California ISO electrical grid. Encompassing Oakland City Hall, a major PacBell telecommunications complex and a downtown hospital, this Block is not subject to power problems.

CONCLUSION

As the oldest and most capable service bureau delivering top quality, high-volume PDF conversion and related services to publishers worldwide, we are delighted to offer the most capable and cost-effective commercially available document imaging solution to the Society for Industrial Archeology.

Much more information on our company, including client lists, testimonials and samples of our work, are available from our web-site at www.document-solutions.com.

Please contact Jeanne Wallenstein at 510-986-0250 x 114, or via e-mail at JWallenstein@document-solutions.com if you have questions or to discuss any aspect of this proposal.

