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| **DOCUMENT CONVERSION SERVICES WORK ORDER**  **STATE OF MONTANA**  **SECRETARY OF STATE**  **RECORDS & INFORMATION MANAGEMENT** | | **PROGRAM CODE** | |
| Requestor’s Name | Agency Name | | Division/Bureau/Program | |
| Contact Phone | | | Date | |

|  |  |  |
| --- | --- | --- |
| **SERVICE CODE QTY** | | |
| ***FILMING / CAMERAS*** | | |
| **MRD-2 8 X 11 / 11 X 14 MANUAL** | **102** |  |
| **MRD-2 NEWSPAPERS** | **105** |  |
| **AUTO EXPOSURE** | **107** |  |
| **MRG BLUEPRINTS/MAPS** | **108** |  |
| **MRD-2 BOUND NEWSPAPERS** | **106** |  |
| **ROTARY 8 X 11 / 8 X 14** | **201** |  |
| **DAS** | **110** |  |
| ***FILM PROCESSING / INSPECTION*** | | |
| **16 MM, 100 FT (ROLL)** | **401** |  |
| **16 MM, 215 FT (ROLL)** | **402** |  |
| **35 MM, 100 FT (ROLL)** | **404** |  |
| **SPLICING (EACH)** | **405** |  |
| **ROLL INSPECTION 16 & 35MM** | **406** |  |
| **ROLL INSPECTION 215 FT** | **408** |  |
|  |  |  |
| ***JACKET LOADING / TITLES*** | | |
| **JACKETS, 16 MM (EACH)** | **501** |  |
| **JACKETS, 35 MM (EACH)** | **502** |  |
| **UPDATES (PER HOUR)** | **599** |  |
| **TITLING (EACH)** | **504** |  |
|  |  |  |
|  |  |  |
| ***MISCELLANEOUS*** | | |
| **CAMERA RENTAL (DAY)** | **808** |  |
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| **SERVICE CODE QTY** | | |
| ***FILM / FICHE DUPLICATION*** | | |
| **16MM, 100 FT (ROLL)** | **601** |  |
| **16MM, 100 FT. (ROLL) SILVER** | **608** |  |
| **16 MM, 215 FT (ROLL)** | **602** |  |
| **35MM, 100 FT (ROLL)** | **603** |  |
| **35 MM, 100 FT (ROLL) SILVER** | **609** |  |
| **105MM, FICHE (EACH)** | **604** |  |
| **READER/PRINTER COPIES (EACH)** | **605** |  |
| ***IMAGING SERVICES*** |  |  |
| **IMAGING** | | |
| **SCANNING** | **150** |  |
| **INDEXING/PREP** | **151** |  |
|  |  |  |
| ***DOCUMENT PREPARATION*** | | |
| **PREPARATION** | **700** |  |
| **POSTAGE / FREIGHT ACTUAL COST** | **81** |  |
| **PHOTO COPIES** | **701** |  |
|  |  |  |
| ***SUPPLIES*** | | |
| ***List by code and then price*** |  |  |
|  |  |  |
| ***SERVICES PROVIDED*** |  |  |
| **RECORDS DISPOSAL TIME** | **61** |  |
| **INCINERATE *DISPOSAL #*** | **91** |  |
| **RETRIEVE (12 or less) QTY** | **31** |  |
| **RE-FILE (12 or less) QTY** | **31** |  |
| **LARGE RETRIEVAL (MORE THEN 12) Time** | **32** |  |
| **LARGE RE-FILE (MORE THEN 12) Time** | **32** |  |

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| **SPECIAL INSTRUCTIONS/COMMENTS** | Processed By:  Processed Date: |