

### QuickAdmin SCAN REQUEST

Name \_\_\_\_\_ x \_\_\_\_\_

Today's Date \_\_\_/\_\_\_/\_\_\_

Due Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ AM/PM

Color: Black & White Color Grayscale

Scan Format: PDF JPEG OCR (editable text)

If PDF or OCR: Save as Single file or Multiple files

Return electronic files via:

Email Dropbox Other \_\_\_\_\_

Return originals to:

Mailbox Other \_\_\_\_\_

Contact when ready? Call Email No thanks

COMMENTS:

### QuickAdmin SCAN REQUEST

Name \_\_\_\_\_ x \_\_\_\_\_

Today's Date \_\_\_/\_\_\_/\_\_\_

Due Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ AM/PM

Color: Black & White Color Grayscale

Scan Format: PDF JPEG OCR (editable text)

If PDF or OCR: Save as Single file or Multiple files

Return electronic files via:

Email Dropbox Other \_\_\_\_\_

Return originals to:

Mailbox Other \_\_\_\_\_

Contact when ready? Call Email No thanks

COMMENTS:

### QuickAdmin SCAN REQUEST

Name \_\_\_\_\_ x \_\_\_\_\_

Today's Date \_\_\_/\_\_\_/\_\_\_

Due Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ AM/PM

Color: Black & White Color Grayscale

Scan Format: PDF JPEG OCR (editable text)

If PDF or OCR: Save as Single file or Multiple files

Return electronic files via:

Email Dropbox Other \_\_\_\_\_

Return originals to:

Mailbox Other \_\_\_\_\_

Contact when ready? Call Email No thanks

COMMENTS:

### QuickAdmin SCAN REQUEST

Name \_\_\_\_\_ x \_\_\_\_\_

Today's Date \_\_\_/\_\_\_/\_\_\_

Due Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ AM/PM

Color: Black & White Color Grayscale

Scan Format: PDF JPEG OCR (editable text)

If PDF or OCR: Save as Single file or Multiple files

Return electronic files via:

Email Dropbox Other \_\_\_\_\_

Return originals to:

Mailbox Other \_\_\_\_\_

Contact when ready? Call Email No thanks

COMMENTS: