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| **Customer's Answer** | **Question** | **No** |
|  | What is the paper size ?  (A4, A0, A3, A5,) other size if any… | 1 |
|  | What is the average number of papers in each file per section ? | 2 |
|  | How is condition of papers ?  ( New, Damaged, need restoration, Cardboard, transparent ) | 3 |
|  | How many indexing fields required per section? | 4 |
|  | What type of fields is required?  ( numbers, text, date, Etc...)  **Note that:**  Text (Long text – object/short text)  Number ( How many digits)  Optional ( Menu/Options) | 5 |
|  | What is the proposed project duration? | 6 |
|  | What are the working hours per day and is it possible to work on weekends or seasonal holidays? | 7 |
|  | Do you request any type of storage devices such as: (dynamic drivers, electronic drivers) for file storing? | 8 |
|  | Do old files need to be replaced with new files and do you need tagging (barcode or QR) to know the location of the file or document when requesting the original document | 9 |
|  | Number of user for archiving system | 10 |