

DOCUMENT SCANNING

To help negate losses in case of a disaster the Lake Placid Police Department offers a page scanning service for important documents. Disasters such as fire and water damage often destroy important documents. Also safekeeping of any document at an off site location makes them inconvenient for review at home.

The following terms apply:

10 8 1/2" x 11" pages scanned at 300 dpi resolution into Adobe pdf format viewable and printable on most home and business computers using free Adobe pdf Reader and placed on one writable compact disk = \$5.00

10 8 1/2" x 14" (legal) pages scanned at 300 dpi resolution into Adobe pdf format viewable and printable on most home and business computers using free Adobe pdf Reader and placed on one writable compact disk = \$5.00

10 11" x 17" pages scanned at 300 dpi resolution into Adobe pdf format viewable and printable on most home and business computers using free Adobe pdf Reader and placed on one writable compact disk = \$5.00

10 variations of the above pages measurements or multiple combinations that can be fit into any of the areas afore described, scanned at 300 dpi resolution into Adobe pdf format viewable and printable on most home and business computers using free Adobe pdf Reader and placed on one writable compact disk = \$5.00 Depending on the request we may negotiate variations. Customer will receive 10 scans. Whatever is on the scan screen at the time will be rendered into a viewable pdf document.

This is a service intended to help Lake Placid area citizens recover more quickly from a disaster. All funds received are placed into our police department donation's account to be used for purchasing CPR training equipment, bullet proof vests, and other equipment.

Scans are in color or black and white. Pages presented for scanning are not to be stapled or attached to one another by any item other than a paper clip or binder clip. You are expected to wait for your documents to be scanned and returned.

We will not print pages. Printing services are available at several local town businesses. We will produce one standard compact disk. The scanned files will not be stored or retained on any Lake Placid Police computers. Placement of the resulting compact disk into a safe place and making additional copies for safe keeping is the customer's responsibility.

Software to view scans is located at <http://www.adobe.com/products/reader/>

MINIMUM \$5.00 CHARGE

The scanning process is usually safe and does not harm a document in any way, however, due to unforeseen possibilities it is hereby stated that the Town of Lake Placid, the Lake Placid Police Department, and employees are not responsible for damage that occurs to any document. Pages and items prohibited from being copied by law will not be scanned.

TO BE FILLED OUT BY LAKE PLACID POLICE	DATE _____
Type of documents scanned _____	Number scanned _____
Additional customer requests _____	
Approximate office time involved _____	Scanner _____

Customer signature of agreement to above terms

Printed name