



Scan Conversion Services Inc.  
 #218-23100 Gordon Way  
 Richmond, British Columbia  
 Canada V6W 1M2  
 Toll Free (800) 328-4820  
 Email: sales@scan-conversions.com

Note: If you know of someone else who would like to try out our services, you can download a copy of this form from our website @ [www.scan-conversions.com!](http://www.scan-conversions.com)

## FREE CONVERSION WORK ORDER

● For : \_\_\_\_\_ ●  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

Please Initial

Contact \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

REQ BY	RETURN VIA	CONTACT	DATE REC.	DATE DUE	NO. OF SHEETS
	____ Surface Mail, ____ EMail ____ FEDEX*	Stewart L. Sy			

\* Shipping Charges will apply if documents are returned by FEDEX

Layering Structure:  Scan's Option  Client Specified, (if this box is checked, please fill layer table below:)

Layer Name	Colour	DESCRIPTION OF LAYER

Vector Format (Pls. Check desired One)	
AutoCAD .DWG	<input type="checkbox"/>
.DXF	<input type="checkbox"/>
Microstation .DGN	<input type="checkbox"/>
.E00 (charges will apply)	<input type="checkbox"/>
.PDF	<input type="checkbox"/>

\* Should you require more layers, please add on a separate sheet.

### Additional Drawing Requirements:

- 3D Elevations assigned to Contour Info
- Symbol Library:**
- Use Existing Client Library
- Create Library
- Not Required
- Edgemark Adjacent Sheets

**Raster Information: (pls. check appropriate space)**

\_\_\_\_ Monochrome, \_\_\_\_ Greyscale, \_\_\_\_ Colour

Raster Resolution (dpi): \_\_\_\_ 400 \_\_\_\_ 300 \_\_\_\_ 200

Raster Format:

\_\_\_\_ TIFF Uncompressed, \_\_\_\_ TIFF Group IV, \_\_\_\_ PDF,  
 \_\_\_\_ JPG, \_\_\_\_ BMP, \_\_\_\_ Other: \_\_\_\_\_

PDF Options:

\_\_\_\_ Multi-Page, \_\_\_\_ Linked Table of Contents (extra charge)

**NOTE:**  
 DUE TO THE NATURE OF THIS **FREE** CONVERSION, SCAN RESERVES THE RIGHT TO LIMIT THE AMOUNT OF WORK PERFORMED. TYPICALLY, SAMPLE SECTIONS TO BE DONE, **NOT ENTIRE DRAWINGS**. WE WILL ENSURE THAT ENOUGH OF YOUR DRAWING IS CONVERTED TO GIVE YOU A GOOD IDEA ON OUR CAPABILITIES.. THIS IS DONE TO BE FAIR TO OUR PAYING CLIENTS.

*Your Partner in Raster Imaging and Vector Conversions*