



Send to:

REPRO ONLINE
Abteilung Planscan
Gregorius-Maurus-Str. 11-17

D-50670 Köln

Client:

please fill in digitally or in PRINT CAPITALS!

First name Last name

Company

Street number

Zip code, town, country

Email for order confirmation and invoice

Telephone for queries

VAT ID

LARGE DOCUMENT SCANNING ORDER

Please fill out the order form completely and send it together with your scan templates to the address given above. After receiving and checking your originals, we will send you an order confirmation by e-mail, which will contain a binding price. If our offer does not fit into your budget, we will of course send your templates back to you free of charge.

Digitization specifications	Please fill in/check!	
Color mode	☐ Color	☐ Grayscale
Output format	☐ PDF	☐ Tiff
Scanning method	☐ Sheet-fed scanner	☐ Contactless
File naming	☐ numbered	☐ According to drawing number
Data transfer	via download link, resolution 200 ppi	
Plan return	☐ by UPS-Classic	
	☐ will be picked up	☐ dispose ¹⁾
Make paper copies	☐ No	☐ Yes Quantity: _____
Processing of copies	☐ rolled	☐ folded with filing strips
Your comment:		

Date / Signature

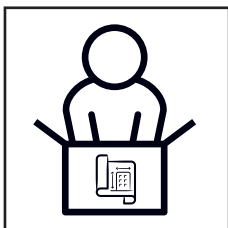
1) Scanned documents are disposed of approx. 4 weeks after data transmission. Complaints are excluded thereafter!

For more information and prices, visit us at https://www.reproonline.ch/ch_en/plaene-digitalisieren

Your large document order. This is how it works:



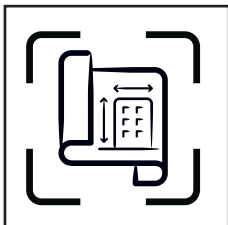
Please fill out the order form above.



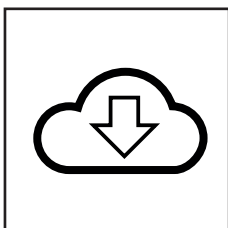
Send your order together with the scan templates to the REPRO ONLINE address provided.



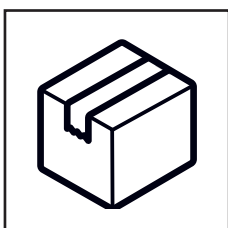
Upon receipt of your shipment, you will receive an order confirmation by email. This will show the services ordered and the price for your order. Please make your prepayment promptly to the bank details given in the order confirmation.



We start digitizing immediately after receipt of payment. The processing time is usually 1 working day.



Once the scan has been completed, you will receive a download link by email which you can use to download your scan data.



If you wish, we can return your originals, place them ready for collection or dispose of them after approx. 4-6 weeks.