

## Susan Bertram

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**From:** Gerard H. Soriano <ghsoriano@imagestorehouse.com>  
**Sent:** Monday, January 25, 2021 10:46 AM  
**To:** Susan Bertram  
**Subject:** Correction to my email 8,000 to 8,300

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Good Morning Ms. Bertram,

Regarding your question on how to correlate the quote to the contract, I would like to offer the following:

When Holly Banner and Richard Martin asked us for a quote to convert the documents that were currently in storage with Iron Mountain ,because they needed it to secure a purchase order for the project. They also realizes it would be an "estimate" on our part.

We were told that there would be 621 boxes that needed to be converted.

Using that as a basis, we derived the estimate as follows.

We estimated that each box would contain approx.. 2,200 pages.

Of the 2,200 pages we estimates approx.. 80 % would be pages that were 11 x 17 or smaller, hence \$.045 per page.

And 20% would be over 11x17, hence \$.45 per page

We calculated as follows:

$2,200 \times 80 \% = 1760 \text{ pages @ } \$.045 = \$79$

$2,000 \times 20 \% = 440 \text{ pages @ } \$.45 = \$198$

We also estimated that there would be an average of 8,300 keystrokes per box  $8,300 \times \$.007 \text{ per keystroke} = \$58 \text{ per box}$

Adding the  $\$79 + \$198 + \$58 = \$335 \text{ per box} \times 621 \text{ boxes} = \$ 208,000 \text{ for the project.}$

Again these were estimates values for budgetary purposes only.

The invoice that we submitted for payment used the contracted rates of the Clay contract.

I hope this explains it to your satisfaction.

Sincerely,  
Jerry Soriano

*Thank You,*

**Jerry Soriano**  
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