



The InterLaser 9 Document Management Solution

Pre-quote Requirements Form



Introduction

The following document must be fully completed in order to give a more accurate quote possible.

Please **print** this document and have it sent with the required attachments.

Introduction	2
Company Information	3
Contact Information.....	3
Project Manager	3
Finance / Accounting Contact.....	3
Information Technology Contact.....	3
ASCII File Requirements	4
Cheque Samples	5
Sorting.....	5
Signature(s).....	5
Hardware	6
Minimum Requirements	6
Cheque Paper Stock	7
Contracts	8
Miscellaneous	9



Company Information

Current Date: _____

Company: _____

Bill-to Address: _____

Ship-to Address: _____

Contact Information

Project Manager

The Project Manager is the main client contact; he/she is responsible for providing the installation requirements and to answer questions that may arise during the project.

Name: _____

Title: _____

Tel: _____

E-mail: _____

Finance / Accounting Contact

Name: _____

Title: _____

Tel: _____

E-mail: _____

Information Technology Contact

Name: _____

Title: _____

Tel: _____

E-mail: _____

ASCII File Requirements

The following attachments are required. Please read carefully.

1. You must provide at least one electronic ASCII file sample for each physical cheque sample. Note the following for each ASCII file:
 - a. Send each ASCII file sample via e-mail or CD. If using a CD, then ensure the media is readable with Microsoft Windows – i.e., not Macintosh media.
 - b. Ensure that each ASCII file sample contains data for at least ten cheques without overflow and at least one cheque with overflow. An overflow is defined as the situation where the information on the cheque stub exceeds the available space and continues to print the information on the following page(s). Please ensure that one of the cheques with overflow is between two other cheques, that is, the only cheque with overflow should not be at the beginning or at end of the file.
 - c. Send a File Structure Definition list for each different ASCII file provided. The field definitions are required to show the position, size & format of each of the fields. Look at the “ASCII File definition example” from our web site at the address below :

http://www.binatek.com/En/misc_documents_il6_en.html
 - d. Indicate, inside the File Structure Definition, how each ASCII file will be identified and associated with which cheque type. The InterLaser 9. Solution uses this information to determine whether to process an ASCII file and which type of cheque to print with it. ASCII files can be uniquely distinguished by any of the following:
 - File name and/or file extension
 - File location, such as directory name
 - An identifier inside the file, Etc.

For example, if a client had two types of cheques – Canadian & U.S. -- the ASCII file for the first type of cheque could be called *CAD1.txt*, associated with Canadian cheques, and the ASCII file for the second type of cheque could be called *USD2.txt*, associated with U.S. cheques.



Cheque Samples

Complete the following:

Provide one physical cheque sample (can be a photocopy), if possible with data from the Client's existing system for **each bank account** and **each company**. If new information is necessary please make the change(s) on the sample.

Sorting

The InterLaser 9 Solution is defaulted to sort the cheques by number. If the Client has selected an alternative, please describe the sorting rules:

Signature(s)

What logic do you want to use for the signature(s) with the InterLaser 9 Solution.

Hardware

Minimum Requirements

The following describes the minimum requirements for the **Computer**:

- Processor: 700 MHz
- Memory: 512 MB
- Hard disk with 120 MB free space for the installation
- Microsoft Windows® operating system installed with the latest updates
 - Windows server, Latest Service Pack
 - Windows Vista, Latest Service Pack
 - Windows 7, Latest Service Pack
 - Windows 8, Latest Service Pack
- 1 available 9-pin serial port or 1 USB port for the SmartCard reader, **which one will you use, check only one please :**
 - Serial port
 - USB port
- 1 available parallel port or 1 USB port for the security plug, **which one will you use, check only one please :**
 - Parallel port
 - USB port
- Internet access

The following describes the minimum requirements for the **Laser Printer**:

- Memory: 16 MB
- PCL5 driver or later. **NOT POSTSCRIPT**
- 1 paper input tray (not manual feed)

Cheque Paper Stock

Complete the following:

1. Is Binatek Cheque Paper Stock going to be purchased?

- Yes.
- No.

2. Will there be a logo printed on the cheques?

- No.
- Yes, pre-printed on the cheque stock
- Yes, printed by the InterLaser 9 Solution. Please send us logo(s) in a Microsoft Windows® readable format. (**BMP, JPG, GIF, TIF** -150 dpi minimum, uncompressed)

3. What is the paper format?

- 8 ½" x 11" portrait
- 8 ½" x 11" landscape
- 8 ½" x 14" portrait
- 8 ½" x 14" landscape

4. What is the type of cheque? Circle one:

STUB	STUB	CHEQUE	CHEQUE	STUB
CHEQUE	STUB	STUB	STUB	CHEQUE
	CHEQUE			STUB

5. Where overflow will be printed :

- Blank paper
- Cheque paper stock



Contracts

1. Support contract.

Support contract is mandatory.

2. License Agreement.

The customer must complete the license Agreement to legally use the software.



Miscellaneous

3. Which accounting system are you currently using?

Name: _____

4. What is the computer platform used to produce documents? Please check all that apply:

AS400

Unix

HP

NT

Other: _____

5. Do you have your own in-house computer / technical support? Please check one:

Yes

No