Bosscan.com Boston Computer Scanning
Records Management & Scanning Since 1992

61 Albion Street | Wakefield, MA 01880 | 800-992-4599

CAD Work Order Request

Instructions:
1. Fill out this form & Save to your PC.
2. Return to the webpage: Bosscan.com/cad_workorder
3. Submit this completed form with PDF (TIF or JPG) images at the "Click here to upload" section.
4. Bosscan will e-mail a written quote back for signature approval before proceeding.

Please provide full contact information:

Date:_____
Contact Name:_____
Company:_____
Address:_____
Address 2:_____
State & Zip:_____
Phone:_____
Email:_____

Basic AIA layered CAD conversion for all drawings (unless otherwise noted) includes:

- Fully connecting lines, circles, arcs, and polylines
- True line types: hidden, center, phantom, etc.
- Editable CAD text (chose below)
- Blocks/subfigures with attributes: BCS can import your blocks
- 100% Dimensionally accurate, hand redrafted CAD image

Project Name or PO # _____

Text:

☐ Yes **ALL** text (notes, titleblock, tables, etc.)

☐ Yes **ONLY** the following text:

_____

_____

Text size: As on drawing unless indicated in Specifications

☐ No Text

Font:

☐ Best match

☐ Other (Please specify):

Dimensions:

☐ Yes (Additional fee applies for dimensional accuracy)

☐ No

CAD Version:	☐ ACAD 2014	☐ ACAD 2015	☐ ACAD 2016	☐ ACAD 2017
	☐ ACAD 2018	☐ ACAD 2019	☐ ACAD 2020	☐ Other:

Return Images By:	☐ Sharefile	☐ Email (Total file size greater than 5mb will use sharefile)

Standard AIA Layering Unless Noted:

(1 – 6 layers, no additional cost)

Layer	Description

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Attach spreadsheet for additional comments if needed:

DRAWING NUMBER OR FILE NAME	ADDITIONAL SPECIFICATIONS (INDICATE WHAT TO INCLUDE OR EXCLUDE)