

Backfile Conversion Checklist

We can convert just about anything to a PDF.

- Paper (small to oversized documents)
- Digital Data (emails)
- Images/Drawings (photos, microfilm, microfiche, maps, and blueprints)

Check all the boxes to get started on your successful backfile conversion!

1.	Identify key stakeholders to understand project scope and establish indexing rules.	
2.	Purge documents you don't need. Then, organize and categorize your documents where possible.	
3.	Tell us how you would like documents captured and indexed by our team. (e.g. Year, Project, Other).	
4.	Box up documents and send in good order to our BerkOne facility. Choose your box supplier: <input type="radio"/> BerkOne <input type="radio"/> Your own	
5.	Choose your shipping option: <input type="radio"/> BerkOne local pick-up (Northeast & Midwest) <input type="radio"/> Third-party shipper arranged by BerkOne <input type="radio"/> Third-party shipper arranged by you	

Click [here](#) for a step-by-step guide to your backfile conversion.

