



## Optical Scanning Services Offered by CSS

- A complete range of data collection services, including:
  - ✓ form design and reproduction
  - ✓ form personalization (merge information onto printed forms)
  - ✓ mail preparation
  - ✓ collection, opening, and validation of returns
  - ✓ scanning of forms (including ICR, OMR, OCR, and bar-code)
  - ✓ collection of comments via image capture and/or manual data entry
  - ✓ form serialization (number forms from 1 to *n*)
  - ✓ development of custom reports, cross tabulations, and graphs
  - ✓ database design and setup
- Can handle form volumes ranging from 100 to 100,000
- Forms can include any combination of multiple choice fields, hand-printed fields, machine-printed fields, bar-coded fields, and image fields (e.g., signatures)
- Can track returns via a bar-code while preserving anonymity
- Can accommodate fax-back surveys
- Also provide needs assessment and specification of automated data collection software and hardware for clients that wish to collection their own data

### OMR Equipment:

- SCANTRON™ Model 8400 Optical Mark Reader equipped with:
  - ✓ dual ink read heads
  - ✓ bar-code reader
  - ✓ ink jet printer
- scans up to 3000 OMR “bubble forms” per hour
- proprietary OMR form design software in-house to cut the form design process from weeks into days



### ICR Equipment:

- TeleForm™ Enterprise Version 9 software
- Fujitsu *fi-4220C2* image scanner with VRS®
- scans up to 1500 TeleForm forms per hour



### Bar-Code Equipment:

- Worthington LZ100 Laser Bar-Code Scanner

