

# 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!**

<b>1.</b>	Identify key stakeholders to understand project scope and establish indexing rules.	
<b>2.</b>	Purge documents you don't need. Then, organize and categorize your documents where possible.	
<b>3.</b>	Tell us how you would like documents captured and indexed by our team. (e.g. Year, Project, Other).	
<b>4.</b>	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	
<b>5.</b>	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.