

# Detailed Bid for Multilingual Document Processing

## 1. Company Profile

Our company specializes in advanced document processing solutions, with expertise in multilingual data handling. With over 10 years of experience, we serve clients globally across various industries including legal, healthcare, and education.

## 2. Scope of Work

- OCR scanning and digitization of physical documents
- Translation and proofreading in 15 major languages
- Content formatting, indexing, and archiving
- Secure data storage and backup solutions

## 3. Project Timeline

Task	Duration	Milestone Date
Document Collection & Assessment	2 weeks	July 10, 2024
Scanning & Digitization	4 weeks	August 7, 2024
Translation & Proofreading	5 weeks	September 11, 2024
Delivery & Review	1 week	September 18, 2024

## 4. Pricing

Total Cost: **\$45,000** (includes all services, labor, and software fees)

Payment Terms: 30% upfront, 40% upon milestone completion, 30% on final delivery

## 5. Contact Information

Name:

Email:

Message: