



22nd November 2023

Julie Earp
Deputy Town Clerk
Ilminster Town Council
Old Magistrates Court
East Street
Ilminster
TA19 0AJ

Quote

To undertake the following work:

Burial Registers eg Index, Burial, Grave and Purchase	£100 per register
Transportation	at cost
Azure and hard drive	£150.00

Yours sincerely

On behalf of Scripti Limited



Process Notes

Scanning of Burial records

The scanning of the registers is done on a “state of the art” *book scanning equipment. The registers are placed on a cradle that compensates for the weight of the register and automatically alters as the book is scanned, the page is flat and there are little but no curves in the image. The image is captured by a high quality overhead camera; the equipment is able to scan in both directions so this enables the process to be faster. All functions of the scanner are operated by the technician including turning the pages of the register. *The equipment is German and is highly specialist; it is used by the National Archives in London.

The registers are scanned at 300dpi in greyscale jpg files of 2mb each. The scans can then be reduced to upload if wished. All files will be delivered on a hard drive in Jpeg format. The images will then be converted into PDF for multi-page for quick and easy reference.

Collection/Delivery: per round trip

A collection and delivery service is available.

Look up service

A look up service is available from 9.00 am until 6pm on all records whilst they are on our premises.

We are very aware that the registers being off your premises will course some apprehension and worry. We always do our best to make the whole process of the registers being away as painless as possible and will do our utmost to provide the information as quickly as possible as and when it is requested.

References:

It is often beneficial to talk to other clients to confirm our skills and the high quality of work we have achieved for other authorities who had similar objectives to yourselves.

In the last 20 years we have scanned registers and maps for the over 395 authorities/private crematoria. Some of the jobs we have done in the last couple of years are.

Salisbury City Council Crematorium in 2023
Cremation and Burial records 52 over 2 weeks

London Borough of Hillingdon in 2023
Scanned 4 cemeteries 350 registers over 1 month

London Borough of Hammersmith and Fulham
 Scanned 4 cemeteries 200 registers, took 2 months

Edinburgh City Council
 Cremation registers for Ann Collings in 2019

SCRIPTI LIMITED, Leefe House, 27 Abbey Street, Market Harborough, Leicestershire, LE16 9AA



Leeds City Council has 23 Cemeteries and 3 Crematoria.

We scanned over 700 registers

New Southgate Cemetery and Crematoria (Westerleigh Group) 2017

We scanned over 250 registers and it took 9 months.

(The job was complicated and the grant registers were full of inserts).

Stafford Borough Council has 3 Cemeteries

Scanned maps and registers

Watford Borough Council has 3 Cemeteries

Scanning of Cemetery maps

Salford City Council has 4 Cemeteries

Scanned large cemetery maps over the weekend and digitally stitched.

Chipping Norton Town Council 1 Cemetery

Scanned maps and registers