



February 10, 2016

Letter of Recommendation
Harbour Digital

Space Coast Health Foundation, Inc. is a legacy foundation created by the sale of a Health System in Brevard County. We sought the services of Harbour Digital when faced with 60 years worth of documents for multiple corporate entities confined to a much smaller space.

The Executive Staff of Harbour Digital came to our facility and worked collaboratively with our team to assess our needs and develop a plan that would meet both short and long term goals. During the initial assessment they made suggestions for electronic formats and storage devices based on the amount of documentation, types of files, and how we would need to access the information. Their attention to detail and flexibility allowed us to create a custom database unique to our needs and within our budget. Depending on our needs, digital files were created that are searchable, color, read only PDF's or a combination. As the project progressed, they did not hesitate to make alternative suggestions if another file type was warranted including video and audio formats.

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The Harbour Digital team has been efficient in preserving the documents on the hard drive to our specifications without question. Likewise, the documents are returned in the same manner which they left. Should the scanning staff have a question regarding the layout, they are always careful to confirm.

Their prompt timing for delivery and pick up of documents kept our project moving forward without delay. Their billing has been consistent with the parameters set forth in the agreement and customer service has been impeccable. We will continue to use Harbour Digital for future projects and would highly recommend them to other companies.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donna Larson".

Donna Larson
Director of Operations
Space Coast Health Foundation, Inc.