

# Phase 1 Discovery

## Disaster Recovery Proposal Survey

The purpose of this document is to gather pertinent information regarding your item processing requirements to determine necessary system configurations for our business resumption services. This information will be used as the basis of a written proposal designed for your specific needs. We appreciate your time in completing this questionnaire.

Financial Institution Name: \_\_\_\_\_

Routing Transit Number: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

e-mail: \_\_\_\_\_

Asset Size: \_\_\_\_\_ Equity: \_\_\_\_\_

Number of Branches: \_\_\_\_\_

### Disaster Recovery

1) Do you have a disaster recovery plan?  Yes  No

2) Do you have a hot site arrangement?  Yes  No

If yes, with whom? \_\_\_\_\_

### Processing Environment

1) Do you process for other institutions?  Yes  No

If yes, how many? \_\_\_\_\_

2) What is your core bank processing system?  In House  Outsource

If in house, please choose one:  Mainframe: (type) \_\_\_\_\_  Server: (type) \_\_\_\_\_

If outsource, please list provider: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

### Item Processing Environment

1) What item processing software do you use? \_\_\_\_\_

2) What sorter do you use? Make/Model: \_\_\_\_\_ Number of Pockets: \_\_\_\_\_

3) Do you perform a nightly intelligent fine sort of the items processed?  Yes  No

4) What is your projected item growth for the next 3 years?

Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_ Year 3: \_\_\_\_\_

5) Please mention particular or special features of your current system:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Encoding

1) Are items power proof encoded?  Yes  No

2) Are items encoded using single pocket proof machines?  Yes  No

If yes, please list the type of proof machine and model number:

Type: \_\_\_\_\_ Model # \_\_\_\_\_ Number of machines: \_\_\_\_\_

3) Are any items single pocket proofed at the branches?  Yes  No

If yes, how many branches provide proof service? \_\_\_\_\_

### Volume Figures

TYPE	AVG DAILY	PEAK	POCKET
POD	_____	_____	_____
Inclearings	_____	_____	_____
Lock Box	_____	_____	_____
Remittance	_____	_____	_____

**Thank you for completing the Disaster Recovery Proposal Survey.**

**You may return the survey via the following:**

**U.S. Mail or Overnight:**

**Bancorp Recovery Services  
2100 South Sawyer Avenue  
Chicago, IL 60623  
Phone: 773-762-1600  
Attn: New Account Sales**

**Fax to:**

**Bancorp Recovery Services  
847-998-1991**