

High-Volume Scanning

In our high-volume scanning service, each scanned box is processed as a separate unit. Digital images are delivered organized by box, with each file individually indexed for efficient document retrieval. Pricing is determined based on the specific requirements of each project.



Actual charges will be based on final counts, but the rates will not change.**

Our Pricing:

Scope:

We can scan into pretty much any format and any sized document is fine. We can also do both black & white or color as needed. A standard records storage box of single-sided documents will usually run between 2000-2200 images.

Specifications:

1. Initial Job Set-up
2. Document Preparation
3. Document Capture
4. 300 DPI
5. B/W, Grayscale, or Color
6. Indexing (per field)
7. Full OCR (This makes your documents searchable)
8. Data Format and Export



Rates:

Black and white scanning of letter, legal and Ledger sized pages	\$0.12/image
Grayscale/color scanning of letter, legal and Ledger sized pages	\$0.12/image
Black and white scanning of large format pages	\$1.65/image
Grayscale/color scanning of large format pages	\$1.65/image
Mylar	\$1.65/image
File re-assembly	Included
Indexing documents (per field).	\$0.30/index
Importation into ECMS System or USB device	\$45.00
16mm Microfiche	\$3.75/slide
35mm Microfiche	\$5.00/slide
ANSI-C (17"X22")	\$1.65
ANSI-D (22"X34")	\$1.65
ANSI-E (34"X44") Same as e-sized	\$1.65
Pick-up/Delivery	No Charge
Special Handling hourly labor	\$45/hr

Manage your files today!

Pricing prepared by: Marshall Commons



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