

Scanning Services Pricing Guide

Raw Scanning Pricing:

- Priced per image with discounts for higher quantities.
- Includes color scanning, re-boxing, searchable documents, digital annotation, re-stapling.

Document Quality & Prep:

- Prepped documents (unclipped, unstapled, unfolded, separated).
- Order and special handling affect charges.
- **STANDARD:** Legal/letter size, minimal prep.
- **POOR:** Non-standard sizes, out of order, special scanning required.

Storage & Equipment:

- Priced per 1,000 documents. Secure storage with state-of-the-art equipment.

Indexing & Media Prep:

- Key info input for each folder. Documents returned on chosen media.

Additional Costs:

- **Boxing:** Billed per hour or client-boxed in banker boxes with lids.
- **Copying:** Fee for copying (e.g., brittle paper).
- **Disposal:** Secure shredding available. Rates depend on quantity and location.

Payment:

- Deposit required, credited back pro-rata. Monthly invoicing, net 10 days.

Get in touch!
800-950-4665

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Scanning Services Pricing Information

Minimum	Undersize (Handfed)	8.5 x 11	11 x 17	12 x 18 & Above
Less than 50,000 Images	\$0.13/Image	\$0.13/Image	\$0.22/Image	\$1.65/Image
50,000 - 200,000	\$0.11/Image	\$0.11/Image	\$0.135/Image	\$1.45/Image
200,000 - 500,000	\$0.18/Image	\$0.07/Image	\$0.092/Image	\$1.32/Image
500,000 & Above	Negotiable	Negotiable	Negotiable	Negotiable
Re-Boxing/Indexing	+ \$0.03/Image	+ \$0.02/Image	+ \$0.03/Image	+ \$0.25/Image
PDF Searchable Image	+ \$0.03/Image	+ \$0.01/Image	+ \$0.03/Image	N/A
Digital Annotation	+ \$0.07/Image	+ \$0.035/Image	+ \$0.07/Image	N/A
Re-Stapling	+ \$0.05/Staple	+ \$0.05/Staple	+ \$0.05/Staple	N/A