

IMAGING SERVICES PRICE LIST



IMAGING SERVICES

SCANNING SERVICES	UNIT	FEE
Physical Document Preparation	Per Hour	\$20.00
Digital Set-Up	Per Job	\$25.00
Scan Paper: 8.5"x11"	Per Page	\$0.08
Scan Paper: 8.5"x14" to 11"x17"	Per Page	\$0.75
Scan Paper: Larger than 11"x17"	Per Page	\$50.00
OCR Digital Files	Per Page	\$0.02
Document Refiling	Per Hour	\$20.00

MICROFILM PRODUCTION	UNIT	FEE
Digital Files to Microfilm (16mm); (up to 2,500 images)	Per Roll	\$125.00
Digital Files to Microfilm (35mm); (up to 750 images)	Per Roll	\$145.00
Film Inspection (10%)	Per Roll	\$20.00
Microfilm Duplication (16mm)	Per Roll	\$125.00
Microfilm Duplication (35mm)	Per Roll	\$145.00
Paper to Microfilm (16mm)	Per Page	\$0.08 + \$125.00
Oversize Paper to Microfilm (35mm)	Per Page	\$0.75 + \$145.00

MICROFILM SCANNING	UNIT	FEE
16mm/300 dpi	Per Reel	\$55.00
16mm/600 dpi	Per Reel	\$85.00
35mm/300 dpi	Per Reel	\$95.00
35mm/600 dpi	Per Reel	\$120.00

MICROFILM PROCESSING	UNIT	FEE
Exposed Film Processing (16mm)	Per Roll	\$25.00
Exposed Film Processing (35mm)	Per Roll	\$40.00

ADDITIONAL SERVICES	UNIT	FEE
Print Paper Copies	Per Page	\$0.50
Destruction of Paper Records	Per Box	TBD
Pick-Up of Boxes	Per Hour	\$20.00
Mileage (First 5 miles free)	Per Mile	\$0.75
FTP Server Download	Per Job	Free
Labor	Per Hour	\$20.00