

## Document/Book Scanning

Higher dpi document scan available. Price quote on request.

**Tag/search criteria – 4 total (date, place, event and up to 3 people)**

Insurance – Cover the scanner reading unit damaged by customer's staple, paper clip and dirty paper. Unlimited free cleaning if the reading unit is dirty while scanning at our facility. Otherwise, we charge \$10 per reading unit cleaning with no insurance.

**\$5 charge for the CD or thumb drive for the file transfer. (Customer provide thumb drive)**

## High speed batch document scanning service

	original	dpi	Simplex per scan	Duplex per scan	Set up	Cost per file	Tag/search per scan	Software
8X10	B/W	150	5¢	4¢	\$15	\$1	50¢	\$50
		300	7¢	5¢	\$15	\$1	50¢	\$50
	Color	150	7¢	5¢	\$15	\$1	50¢	\$50
		300	9¢	6¢	\$15	\$1	50¢	\$50
11X17	B/W	150	7¢	5¢	\$15	\$1	50¢	\$50
		300	9¢	6¢	\$15	\$1	50¢	\$50
	Color	150	9¢	6¢	\$15	\$1	50¢	\$50
		300	11¢	8¢	\$15	\$1	50¢	\$50
Larger than 11X17	Price quote on request							

### Book scanning ( whole book without removing pages)

Set up fee \$25. 75¢ per scan (2 pages)

## DIY high speed batch document scanning at our facility

	Set up	Scanner rental	Tag/search function rental	Cost/scan (Not per page)	Insurance per rental	Training (1time)	Tag/search software	Deposit by C/C
8X10	\$10	\$10/hr	\$5	5¢	\$25*	\$15	\$50	N/A
11X17	\$10	\$25/hr	\$5	7¢	\$35*	\$15	\$50	N/A
Large than 11X17	Price quote on request							

## High speed document scanner rental off site

[illegible]