

## Published Price List 2003 Outline

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**1 Paper to Microform Conversion**

**1 A Document Preparation**

Pull files, purge as required, transport files to prep area, repair damaged docs, remove staples, paperclips, assemble docs in specified sequence and/or insert ID sheets or bar code labels to individual docs, transport files to scanning area.

1000 **Document Preparation Tasks**

1001	Basic preparation (remove staples, repair turned corners, unfold, re-assemble)/hr.	\$15.00
1002	Advanced preparation (purge, unroll, insert headers, sort, structure files) per hour	\$20.00
1003	Clerical labor per hour	\$14.50
1004	Boxing of customer documents per hour	\$13.00

**1 B 16mm Rotary**

Microfilming stated per Frame basis. Alternate pricing based on per Image-multiplier. Basis is letter-size, 200 dpi, bitonal. Increments for oversize source documents based on number of whole or partial images.

1000 **16mm Rotary Microfilming**

1001	Hand feeding, one size documents per frame	\$0.02
1002	Hand feeding, mixed sizes per frame	\$0.024
1003	Auto feeding, bank checks per frame	\$0.015
1004	Auto feeding, up to size 5"x7" per frame	\$0.015
1005	Continuous forms per frame	\$0.02
1006	EEG tracings, 100' roll, 24X per frame	\$98.00
1007	EEG tracings, 215' roll, 24X per frame	\$145.00
1008	Microfilming based on per Image-multiplier, base cost	\$0.02

**1 C 35mm Planetary - Engineering C, D, E (18x24 - 36x48)**

1000 **Planetary Microfilming, 35mm**

1001	Same size drawings (C, D, E)	\$0.45
1002	Mixed size drawings	\$0.55
1003	Oversize drawings F, J	\$0.75
1004	Additional images of the same drawing	\$0.30
1005	Microfilming based on per Image-multiplier, base cost	\$0.10

**1 D Microfilm Processing**

1000 **Processing**

1001	16mm x 100 ft.	\$4.50
1002	16mm x 215 ft.	\$6.75
1003	35mm x 100 ft.	\$9.00
1004	Download cartridge	\$1.50
1005	Reload cartridge	\$1.50
1006	Short length processing (16 or 35mm)	\$4.50

**1 E Microfilm Duplication**

1000	<b><u>Duplication</u></b>	
1002	Roll, diazo, 16mm x 100 ft.	\$7.50
1003	Roll, diazo, 16mm x 215 ft.	\$9.50
1004	Roll, diazo, 35mm x 100 ft.	\$14.00
1005	Roll, silver, 16mm x 100 ft.	\$8.00
1006	Roll, silver, 16mm x 215 ft.	\$11.00
1007	Roll, silver, 35mm x 100 ft.	\$17.00
1008	Roll, vesicular, 16mm x 100 ft.	\$11.00
1009	Roll, vesicular, 16mm x 215 ft.	\$17.00
1010	Aperture card	\$0.25
1011	Microfiche or jackets, per copy per master	\$0.14

**1 F Quality Control for Microfilming**

1000	<b><u>Quality Control</u></b>	
1001	16mm x 100 ft.	\$6.25
1002	16mm x 215 ft.	\$6.75
1003	35mm x 100 ft.	\$9.00
1004	16 or 35mm inspection of customer's microfilm to ANSI Standards w/report	\$10.50
1005	Methylene Blue test of customer's microfilm	\$27.00

**1 G Unitizing/Loading/Mounting**

1000	<b><u>Unitizing/Loading/Mounting</u></b>	
1001	16mm, 5 channel jacket	\$0.65
1002	16mm, 7 channel, vertical	\$0.75
1003	16mm, images unitized	\$0.025
1004	35mm, 2 channel jacket	\$0.65
1005	35mm / 16mm combination jacket	\$0.75
1006	35mm, images unitized	\$0.15
1007	35mm, channels unitized	\$0.50
1008	35mm, aperture cards mounting	\$0.20

**1 H Key Data Entry / Database Mgmt. for Microfilm**

1000	<b>Data Entry / Database Management</b>	
1001	Jacket title label, one line, 1-20 characters	\$0.33
1002	Jacket title label, one line, 21-50 characters	\$0.33
1003	Microfiche label, 1-2 lines, up to 80 characters	\$0.65
1004	Data Entry, per hour	\$38.50
1005	Data Entry, per keystroke	\$0.0065
1006	Data Entry, verification	\$0.0065
1007	Interpret aperture card	\$0.115
1008	ASCII output to magnetic media, per MB	\$5.00
1009	Paper output, first page	\$3.50
1010	Paper output, following pages	\$0.10
1011	Transmit file via email or FTP	\$5.00
1012	Database design and setup	\$250.00
1013	Develop custom reports and verification routines	\$250.00
1014	Data conversion to non-PC format	\$100.00
1015	Maintenance fee for database, monthly	\$40.00

**1 I Secure Storage**

1000	<b>Microfilm and Paper Storage</b>	
1001	Microfilm storage per month per roll	\$0.08
1002	Microfiche storage per month per fiche	\$0.03
1003	Fireproof cabinet storage per month per drawer	\$45.00
1004	Box storage per month (10x12x15)	\$1.00
1005	Paper, per file, incoming fee	\$2.00
1006	Paper, per box, incoming fee	\$2.25
1007	Paper, retrieval, per file or box	\$2.00
1008	Paper, re-filing, per file or box	\$2.00
1009	Warehouse labor	\$37.50
1010	FAXing per page	\$3.00
1011	Photocopying per page	\$3.00
1012	Storage box, paper, heavy duty	\$6.00
1013	Storage box, microfilm	\$11.00

**1 J Pickup and Delivery of Documents to be microfilmed**

1000	<b>Transportation</b>	
1001	25 mile radius	\$20.00
1002	50 mile radius	\$27.50
1003	100 mile radius	\$60.00
1004	Charge per mile beyond 100 miles	\$0.45
1005	Travel time labor	\$32.50

**1 K Blowback from microforms**

1000	<b>Printing</b>	
1001	Roll film, 16 or 35mm, entire roll, per foot	\$0.09
1002	Roll film, 16 or 35mm, look up specific sections, per hour	\$35.00
1003	Roll film, slip sheet insertion in output, per hour	\$15.00
1004	Roll film, set up charge for printing	\$50.00
1005	Microfiche, print letter size, under 250 sheets, per sheet	\$0.40
1006	Microfiche, print letter size, over 250 sheets, per sheet	\$0.35
1007	Microfiche, look up specific sections, per hour	\$35.00
1008	Large format from 35mm, tabloid per sheet	\$1.50
1009	Large format from 35mm, C size per sheet	\$10.00
1010	Large format from 35mm, D size per sheet	\$18.00
1011	Large format set up charge for printing	\$25.00
1012	Format conversion in order to print, per hour	\$35.00

**1 L Document shredding**

1000	<b>Shredding</b>	
1001	Recycle, no certificate, per box or cubic foot (10x12x15)	\$1.50
1002	Recycle, certificate, hydropulping, per box	\$3.00
1003	Shredding, certificate, per box	\$4.50

**1 M Onsite Services**

1000	<b>Onsite Services</b>	
1001	Set-up, one time, equipment	\$450.00
1002	Take-down, one time, equipment	\$325.00
1003	Site preparation	\$75.00
1004	Hourly per diem, less than 50 miles	\$30.00
1005	Hourly per diem, less than 50-75 miles	\$52.50
1006	Hourly per diem, overnight stay	\$125.00
1007	Stand-by or off task labor time	\$33.75
1008	Toll, parking, air fare, bus fare, FedEx, UPS, etc. added to Invoice	Actual
1009	Onsite surcharge for all services	25%

**1 N Image Base Management and Retrieval Services**

1000	<b>Image Management and Retrieval</b>	
1001	Maintenance fee, basic fee before task charges, per month	\$100.00
1002	CAR look up and print first page	\$3.50
1003	Microfiche or 16mm jacket look up and print first page	\$3.50
1004	Aperture card or 35mm jacket look up and print first page	\$3.50
1005	CAR, fiche or aperture card printing of additional pages, same task	\$0.35
1006	Mailing prints (USPS, UPS, etc. added to Invoice)	Actual
1007	FAX first page	\$3.50
1008	FAX additional pages	\$0.35
1009	Labor	\$35.00

**2 Paper to Electronic Image Conversion**

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**2 A Document Preparation**

Pull files, purge as required, transport files to prep area, repair damaged docs, remove staples, paperclips, assemble docs in specified sequence and/or insert ID sheets or bar code labels to individual docs, transport files to scanning area.

1000	<b>Document Preparation Tasks</b>	
1001	Document Preparation-offsite- Separators - per hour	\$15.00
1002	Document Preparation-onsite- Separators - per hour	\$24.00
1003	Document Preparation-offsite- Bar code - per hour	\$28.00
1004	Document Preparation-onsite- Bar code - per hour	\$42.00
1005	Document Preparation-offsite - Complex - per hour	\$21.00
1006	Document Preparation-onsite - Complex - per hour	\$32.00
1007	Data entry for ID sheets/barcodes per keystroke	\$0.007
1008	ID sheets print from Client data per thousand	\$35.00
1009	Barcode label print from Client data per thousand	\$17.00
1010	Document Bursting per page	\$0.02
1011	Document Re-assembly per hour	\$33.50
1012	Document Re-assembly per sheet	\$0.05
1013	Inventory of Boxes - Add per box	\$7.50
1014	Packing / Re-packing of boxes - per hour	\$7.50

**2 B Document Scanning**

1000	<b>200 dpi - No file separation</b>	
1001	Letter per image	\$0.045
1002	Legal per image	\$0.055
1003	11" x 14" per image	\$0.065
1004	11" x 14" (burst) per image	\$0.075
1005	11" x 17" (B size, burst) per image	\$0.325
1006	11" x 17" B size per image	\$0.075
1007	Combination of legal and smaller per image	\$0.075
1008	Combination of all sizes - Add per image	\$0.10
1009	Optional 300 dpi - Add per image	30%
1010	Optional Onsite - Add per image	25%

<b>2000 <u>200 dpi - File Separation with Patch Sheet</u></b>		
2001	Letter per image	\$0.046
2002	Legal per image	\$0.056
2003	11" x 14" per image	\$0.066
2004	11" x 14" (burst) per image	\$0.0775
2005	11" x 17" (B size, burst) per image	\$0.335
2006	11" x 17" B size per image	\$0.0775
2007	Combination of legal and smaller per image	\$0.0775
2008	Combination of all sizes per image	\$0.10
2009	Optional 300 dpi - Add per image	30%
2010	Optional Onsite - Add per image	25%
 <b>3000 <u>200 dpi - Manual Separation within File</u></b>		
3001	Letter per image	\$0.0465
3002	Legal per image	\$0.0565
3003	11" x 14" per image	\$0.0665
3004	11" x 14" (burst) per image	\$0.078
3005	11" x 17" (B size, burst) per image	\$0.336
3006	11" x 17" (B size, Unburst) per image	\$0.078
3007	Combination of legal and smaller per image	\$0.078
3008	Combination of all sizes per image	\$0.105
3009	Optional 300 dpi - Add per image	30%
3010	Optional Onsite - Add per image	25%
 <b>4000 <u>400 dpi - Single Sided, no file separation</u></b>		
4001	Letter per image	\$0.0675
4002	Legal per image	\$0.07
4003	11" x 14" per image	\$0.90
4004	11" x 14" (burst) per image	\$0.125
4005	11" x 17" (B size, burst) per image	\$0.16
4006	11" x 17" (B size, Unburst) per image	\$0.16
4007	Combination of legal and smaller per image	\$0.12
4008	Combination of all sizes per image	\$0.165
4009	Optional Onsite - Add per image	30%
 <b>5000 <u>400 dpi - File Separation with Patch Sheet</u></b>		
5001	Letter per image	\$0.0675
5002	Legal per image	\$0.08
5003	11" x 14" per image	\$0.11
5004	11" x 14" (burst) per image	\$0.11
5005	11" x 17" (B size, burst) per image	\$0.16
5006	11" x 17" (B size, Unburst) per image	\$0.16
5007	Combination of legal and smaller per image	\$0.11
5008	Combination of all sizes per image	\$0.165
5009	Optional Onsite - Add per image	30%
 <b>6000 <u>400 dpi - Manual Separation within File</u></b>		
6001	Letter per image	\$0.068

6002	Legal per image	\$0.085
6003	11" x 14" per image	\$0.115
6004	11" x 14" (burst) per image	\$0.115
6005	11" x 17" (B size, burst) per image	\$0.165
6006	11" x 17" (B size, Unburst) per image	\$0.165
6007	Combination of legal and smaller per image	\$0.115
6008	Combination of all sizes per image	\$0.17
6009	Optional Onsite - Add per image	30%
7000	<b>Additional Services</b>	
7001	Document Imprinting per image	\$0.025

**2 C Document Scanning - Oversize Documents**

1000	<b>200 dpi</b>	
1001	11" x 17" (B-size) per image	\$1.00
1002	18" x 24" (C-size) per image	\$1.50
1003	24" x 36" (D-size) per image	\$2.00
1004	36" x 48" (E-size) per image	\$3.00
1005	Irregular per image	\$3.50
1006	Optional Onsite - Add per image	30%
2000	<b>300 dpi</b>	
2001	11" x 17" (B-size) per image	\$1.75
2002	18" x 24" (C-size) per image	\$3.25
2003	24" x 36" (D-size) per image	\$7.00
2004	36" x 48" (E-size) per image	\$10.00
2005	Irregular per image	\$12.50
2006	Optional Onsite - Add per image	30%
3000	<b>400 dpi</b>	
3001	11" x 17" (B-size) per image	\$2.50
3002	18" x 24" (C-size) per image	\$5.75
3003	24" x 36" (D-size) per image	\$8.75
3004	36" x 48" (E-size) per image	\$10.00
3005	Irregular per image	\$20.00
3006	Optional Onsite - Add per image	30%

<b>4000 <u>Color Scanning - Paper to TIFF - Autofeed</u></b>		
4001	<u>Letter or Legal - 200 dpi per image</u>	\$2.00
4002	<u>Letter or Legal - 300 dpi per image</u>	\$2.75
4003	<u>11" x 17" (B-size) - 200 dpi per image</u>	\$3.25
4004	<u>11" x 17" (B-size) - 300 dpi per image</u>	\$4.00
4005	<u>18" x 24" (C-size) - 400 dpi per image</u>	\$13.00
4006	<u>24" x 36" (D-size) - 400 dpi per image</u>	\$15.00
4007	<u>36" x 48" (E-size) - 400 dpi per image</u>	\$17.50
4008	<u>Irregular sizes per image</u>	\$25.00
4009	<u>Optional Onsite - Add per image</u>	30%
 <b>5000 <u>Grayscale Scanning - Paper to TIFF - Autofeed</u></b>		
5001	<u>Letter or Legal - 200 or 300 dpi per image</u>	\$0.11
5002	<u>11" x 17" (B-size) - 200 dpi per image</u>	\$0.25
5003	<u>11" x 17" (B-size) - 300 dpi per image</u>	\$0.25
5004	<u>18" x 24" (C-size) - 200 dpi per image</u>	\$9.00
5005	<u>24" x 36" (D-size) - 200 dpi per image</u>	\$11.00
5006	<u>36" x 48" (E-size) - 200 dpi per image</u>	\$14.50
5007	<u>Irregular sizes per image</u>	\$40.00
5008	<u>Optional Onsite - Add per image</u>	30%

**2 D Document Scanning Services**

<b>1000 <u>Indexing</u></b>		
1001	<u>Key Data Entry per keystroke from document</u>	\$0.01
1002	<u>Double blind key data entry per keystroke</u>	\$0.02
1003	<u>Key Data Entry per field from document- &gt;20 char.</u>	\$0.06
1004	<u>Key Data Entry per keystroke from film</u>	\$0.01
1005	<u>Sequential TIFF Numbering per image</u>	\$0.02
1006	<u>CAR System indexing per keystroke</u>	\$0.013
 <b>2000 <u>Quality Control</u></b>		
2001	<u>Random inspection of images per image</u>	\$0.05
2002	<u>Inspection of every image per image</u>	\$0.05
2003	<u>Inspection of every 10th image per image</u>	\$0.05
2004	<u>Work Flow and Production Stats Reporting per hour</u>	\$85.00
2005	<u>Image Source Comparison per image</u>	\$0.35
 <b>3000 <u>Image Enhancement / Clean-up</u></b>		
3001	<u>Despeckle or Deskew per image</u>	\$0.05
3002	<u>Border Removal per image</u>	\$0.05
3003	<u>Dynamic thresholding (contrast/bright) per image</u>	\$0.07
3004	<u>Image Reconstruction per hour</u>	\$85.00

<b>4000 <u>Optical Character Recognition - OCR</u></b>		
4001	<u>OCR per image - Class 2</u>	\$1.25
4002	<u>OCR zones and fill Index fields per image</u>	\$0.10
4003	<u>OCR Clean-up per hour</u>	\$25.00
4004	<u>OCR Error checking per image</u>	\$0.075
4005	<u>Recognition and Verification per barcode</u>	\$0.02
 <b>5000 <u>Data Conversion</u></b>		
5001	<u>TIFF Conversion to PDF per image</u>	\$0.05
5002	<u>TIFF Conversion to Mr SID per image</u>	\$0.15
5003	<u>TIFF Conversion to JPEG per image</u>	\$0.05
5004	<u>TIFF Conversion to GIF per image</u>	\$0.05
5005	<u>Complex Image Conversions per hour</u>	\$85.00
 <b>6000 <u>Bates Numbering</u></b>		
6001	<u>Bates Stamping per stamp</u>	\$0.05
6002	<u>Endorsing per stamp</u>	\$0.01
 <b>7000 <u>Document Shredding</u></b>		
7001	<u>Shredding per Cubic Foot</u>	\$5.50
 <b>8000 <u>File Management</u></b>		
8001	<u>Renaming per file</u>	\$0.03
8002	<u>Folder to Folder Drops per folder</u>	\$6.00
 <b>9000 <u>Recording of Image to Media</u></b>		
9001	<u>Recording Image to Media per image</u>	\$0.20
 <b>10000 <u>Document Bursting per document</u></b>		
10001	<u>Document Bursting per document</u>	\$0.20
 <b>11000 <u>Wide-Format Printing</u></b>		
<b><u>Black</u></b>		
11001	<u>18" x 24" (C-size) - 300 dpi per print</u>	\$7.00
11002	<u>24" x 36" (D-size) - 300 dpi per print</u>	\$10.00
11003	<u>36" x 48" (E-size) - 300 dpi per print</u>	\$15.00
11004	<u>High Resolution - 600 dpi - Add per print</u>	20%
11005	<u>Grayscale - 600 dpi - Add per print</u>	20%
11006	<u>Optional Onsite - Minimum quantity 50 - Add per print</u>	40%
<b><u>Color</u></b>		
11007	<u>11" x 17" (B-size) - 300 dpi per print</u>	\$10.00
11008	<u>18" x 24" (C-size) - 300 dpi per print</u>	\$20.00
11009	<u>24" x 36" (D-size) - 300 dpi per print</u>	\$24.00
11010	<u>36" x 48" (E-size) - 300 dpi per print</u>	\$26.00
11011	<u>High Resolution - 600 dpi-Add per print</u>	25%

### **3            Microform to Electronic Image Conversion**

#### **3 A            Document Preparation**

Pull files or documents, purge as required, transport files/documents to prep area, repair damaged docs, remove staples, paperclips, assemble docs in specified sequence and/or insert ID sheets and/or bar code labels to individual docs, transport files to scanning area.

1000	<b><u>Preparation for Scanning</u></b>	
1001	Microform Preparation per hour	\$15.00
1002	Optional On-site Preparation per hour	\$25.00
1003	Project Setup fee per project	\$375.00
1004	Microfilm Re-formatting - Single Level Blipping per roll	\$30.00
1005	Recognition and Verification per barcode	\$0.01
1006	Inspect for Roll Quality per roll	\$35.00
1007	Inspect for Fiche Quality per roll	\$5.00

#### **3 B            Document Scanning**

1000	<b><u>16mm Roll Film - 200 dpi - simplex Scanning</u></b>	
1001	Letter or Legal per image	\$0.04
1002	11" x 14" (Unburst or Burst) per image	\$0.10
1003	11" x 17" (B size, Unburst or Burst) per image	\$0.15
1004	18" x 24" (C-size) per image	\$0.25
1005	24" x 36" (D-size) per image	\$0.33
1006	Irregular size per image	\$0.50
1007	Optional 300 dpi-Add per image	18%
1008	Optional Onsite Scanning-Add per image	25%
2000	<b><u>16mm Roll Film - 200 dpi - duplex Scanning</u></b>	
2001	Letter per image	\$0.10
2002	Legal per image	\$0.12
2003	Irregular size per image	\$0.25
2004	Optional 300 dpi-Add per image	18%
2005	Optional Onsite Scanning-Add per image	25%
3000	<b><u>16mm Roll Film - 400 dpi - simplex Scanning</u></b>	
3001	Letter per image	\$0.10
3002	Legal per image	\$0.12
3003	11" x 14" (Unburst or Burst) per image	\$0.12
3004	11" x 17" (B size, Unburst or Burst) per image	\$0.15
3005	18" x 24" (C-size) per image	\$0.28
3006	24" x 36" (D-size) per image	\$0.38
3007	Irregular size per image	18%
3008	Optional Onsite Scanning-Add per image	25%

<b>4000 <u>16mm Roll Film - 400 dpi - duplex Scanning</u></b>		
4001	<u>Letter per image</u>	\$0.14
4002	<u>Legal per image</u>	\$0.16
4003	<u>Irregular size per image</u>	\$0.25
4004	<u>Optional Onsite Scanning-Add per image</u>	25%
 <b>5000 <u>35mm Roll Film - 200 dpi Scanning</u></b>		
5001	<u>Letter or Legal per image</u>	\$0.15
5002	<u>11" x 14" (Unburst or Burst) per image</u>	\$0.175
5003	<u>11" x 17" (B size, Unburst or Burst) per image</u>	\$0.185
5004	<u>18" x 24" (C-size) per image</u>	\$0.285
5005	<u>24" x 36" (D-size) per image</u>	\$0.385
5006	<u>36" x 48" (E-size) per image</u>	\$0.485
5007	<u>Roll size per image</u>	\$0.825
5008	<u>Optional 300 dpi-Add per image</u>	24%
5009	<u>Optional Onsite Scanning-Add per image</u>	25%
 <b>6000 <u>35mm Roll Film - 400 dpi Scanning</u></b>		
6001	<u>Letter or Legal per image</u>	\$0.185
6002	<u>11" x 14" (Unburst or Burst) per image</u>	\$0.185
6003	<u>11" x 17" (B size, Unburst or Burst) per image</u>	\$0.215
6004	<u>18" x 24" (C-size) per image</u>	\$0.385
6005	<u>24" x 36" (D-size) per image</u>	\$0.485
6006	<u>36" x 48" (E-size) per image</u>	\$0.585
6007	<u>Irregular size per image</u>	\$1.00
6008	<u>Roll size per image</u>	\$1.00
6009	<u>Optional Onsite Scanning-Add per image</u>	25%
 <b>7000 <u>16mm Film Jackets - 200 dpi - simplex Scanning</u></b>		
7001	<u>Letter per image</u>	\$0.15
7002	<u>Legal per image</u>	\$0.175
7003	<u>11" x 14" (Unburst or Burst) per image</u>	\$0.185
7004	<u>11" x 17" (B size, Unburst or Burst) per image</u>	\$0.215
7005	<u>18" x 24" (C-size) per image</u>	\$0.485
7006	<u>24" x 36" (D-size) per image</u>	\$0.725
7007	<u>Optional 300 dpi-Add per image</u>	\$0.01
7008	<u>Optional Onsite Scanning-Add per image</u>	25%
 <b>8000 <u>16mm Film Jackets - 200 dpi - duplex Scanning</u></b>		
8001	<u>Letter per image</u>	\$0.17
8002	<u>Legal per image</u>	\$0.17
8003	<u>11" x 14" per image</u>	\$0.20
8004	<u>Optional 300 dpi-Add per image</u>	\$0.01
8005	<u>Optional Onsite Scanning-Add per image</u>	25%

<b>9000 <u>16mm Film Jackets - 400 dpi - simplex Scanning</u></b>		
9001	<u>Letter per image</u>	\$0.175
9002	<u>Legal per image</u>	\$0.185
9003	<u>11" x 14" (Unburst or Burst) per image</u>	\$0.215
9004	<u>11" x 17" (B size, Unburst or Burst) per image</u>	\$0.24
9005	<u>18" x 24" (C-size) per image</u>	\$0.585
9006	<u>24" x 36" (D-size) per image</u>	\$0.88
9007	<u>Optional Onsite Scanning-Add per image</u>	25%
<b>10000 <u>16mm Film Jackets - 400 dpi - duplex Scanning</u></b>		
10001	<u>Letter per image</u>	\$0.20
10002	<u>Legal per image</u>	\$0.225
10003	<u>Optional Onsite Scanning-Add per image</u>	25%
<b>11000 <u>35mm Film Jackets - 200 dpi - simplex Scanning</u></b>		
11001	<u>Letter or Legal per image</u>	\$0.175
11002	<u>11" x 14" (Unburst or Burst) per image</u>	\$0.185
11003	<u>11" x 17" (B size, Unburst or Burst) per image</u>	\$0.215
11004	<u>18" x 24" (C-size) per image</u>	\$0.485
11005	<u>24" x 36" (D-size) per image</u>	\$0.75
11006	<u>36" x 48" (E-size) per image</u>	\$1.00
11007	<u>Irregular size per image</u>	\$1.50
11008	<u>Optional 300 dpi-Add per image</u>	\$0.01
11009	<u>Optional Onsite Scanning-Add per image</u>	25%
<b>12000 <u>35mm Film Jackets - 400 dpi - simplex Scanning</u></b>		
12001	<u>Letter per image</u>	\$0.175
12002	<u>Legal per image</u>	\$0.185
12003	<u>11" x 14" (Unburst or Burst) per image</u>	\$0.215
12004	<u>11" x 17" (B size, Unburst or Burst) per image</u>	\$0.24
12005	<u>18" x 24" (C-size) per image</u>	\$0.58
12006	<u>24" x 36" (D-size) per image</u>	\$0.90
12007	<u>36" x 48" (E-size) per image</u>	\$1.25
12008	<u>Irregular size per image</u>	\$1.60
12009	<u>Optional Onsite Scanning-Add per image</u>	25%
<b>13000 <u>16mm Microfiche - 200 dpi Scanning</u></b>		
13001	<u>Letter per image</u>	\$0.15
13002	<u>Legal per image</u>	\$0.175
13003	<u>OCR Conversion to ASCII per image</u>	\$0.11
13004	<u>Optional Onsite Scanning per image</u>	25%
<b>14000 <u>105mm Microfiche - 200 dpi Scanning</u></b>		
14001	<u>Letter or Legal per image</u>	\$0.13
14002	<u>OCR Conversion to ASCII per image</u>	\$1.25
14003	<u>Optional Onsite Scanning per image</u>	25%

<b>15000 <u>3" x 5" or 4" x 6" Microfiche - 200 dpi Scanning</u></b>		
15001	Letter or Legal per image	\$0.13
15002	Optional 300 dpi per image	\$0.02
15003	Optional Onsite Scanning per image	25%

<b>17000 <u>Aperture Cards Scanning</u></b>		
17001	200 dpi per image	\$0.50
17002	300 dpi per image	\$0.60
17003	400 dpi per image	\$0.70
17004	A size as 4-up converted to 4 images-Add	\$0.65
17005	Optional Onsite Scanning per image	25%

**3 C      Microform Conversion Services**

<b>1000 <u>Grayscale Scanning Services</u></b>		
1001	Grayscale scanning per image-Add	30%

<b>2000 <u>Indexing Services</u></b>		
2001	Key Data Entry per keystroke	\$0.025
2002	Selected Images per hour (Add to keystroke cost)	\$25.00
2003	Data Conversion programming per hour	\$125.00
2004	Sequential TIFF Numbering per image	\$0.025

<b>3000 <u>Quality Control Services</u></b>		
3001	Random inspection of images per image	\$0.065
3002	Inspection of every image	\$0.065
3003	Inspection of every 10th image per image	\$0.065

<b>4000 <u>Image Clean-up Services</u></b>		
4001	Despeckle or Deskew per image	\$0.05
4002	Border Removal per image	\$0.05
4003	Correct orientation per image	\$0.05
4004	Image Reconstruction per hour	\$90.00
4005	Detailed Workflow Control Reporting per hour	\$90.00

<b>5000 <u>Optical Character Recognition - OCR Services</u></b>		
5001	OCR per image - Small project - >300 pages	\$2.00
5002	OCR per image - Ave. project - 300-750 pages	\$1.50
5003	OCR per image - Lge. Project - <750 pages	\$1.25
5004	OCR Clean-up per hour	\$25.00
5005	Page Re-construction per page	\$10.00
5006	OCR zones and fill Index fields per image	\$0.15

## **4            Electronic Image to Microform Conversion**

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### **4 A            COM**

#### 1000 **Computer Output to Optical Disk - COM**

1001	Setup	\$100.00
1002	Microfiche master per master	\$3.00
1003	Microfiche duplicate per duplicate	\$0.20
1004	16mm microfilm per image	\$0.02
1005	Tape conversion per event	\$75.00

### **4 B            COLD**

#### 1000 **Computer Output to Laser Disk - COLD**

1001	Setup per disk	\$100.00
1002	Programming to record / store per image per hour	\$85.00
1003	Image conversion per image	\$0.02
1004	Index creation -first field per image	\$0.01
1005	Index creation -additional fields per field per image	\$0.01

## **5            Data Conversion**

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### **5 A            TIFF to PDF**

#### 1000 **TIFF Conversion to PDF per image - Text only**

1001	PDF Conversion - Small project - >300 pages	\$1.75
1002	PDF Conversion - Ave. project - 300-3000 pages	\$1.50
1003	PDF Conversion - Lge. project - <3000 pages	\$0.45

#### 2000 **TIFF Conversion to PDF per image - Text+Image**

2001	PDF Conversion - Small project - >300 pages	\$1.70
2002	PDF Conversion - Ave. project - 300-3000 pages	\$1.50
2003	PDF Conversion - Lge. project - <3000 pages	\$0.75

### **5 B            TIFF to Mr. SID**

#### 1000 **TIFF Conversion to Mr SID per MB**

1001	Mr SID Conversion - Small project - >300 pages	\$1.00
1002	Mr SID Conversion - Ave. project - 300-3000 pages	\$0.75
1003	Mr SID Conversion - Lge. project - <3000 pages	\$0.15

### **5 C            DGN to TIFF**

#### 1000 **DGN Conversion to TIFF per image**

1001	DGN Conversion - Small project - >300 pages	\$5.00
1002	DGN Conversion - Ave. project - 300-3000 pages	\$1.50
1003	DGN Conversion - Lge. project - <3000 pages	\$1.00

**5 D TIFF to Microfilm**

1000	<b><u>TIFF Conversion to Microfilm</u></b>	
1001	<u>16mm Conversion per image</u>	\$0.06
1002	<u>35mm Conversion per image</u>	\$0.12
1003	<u>Microfiche Conversion per image</u>	\$0.12

**6 Data Management and Storage**

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**6 A Data Storage**

1000	<b><u>Data Management and Storage</u></b>	
1001	<u>Database Population per hour</u>	\$50.00
1002	<u>Image or Index File Exporting per hour</u>	\$50.00
1003	<u>Database Processing / Manipulation per hour</u>	\$85.00
1004	<u>Offsite FTP Storage (Static 5 GB per month)</u>	\$250.00
1005	<u>Offsite HTML Storage (5 GB, MySQL, Linux per month)</u>	\$1,850.00

**6 B Paper Storage**

1000	<b><u>Paper Storage/Handling Services</u></b>	
1001	<u>Paper - Incoming fee per file or box</u>	\$2.00
1002	<u>Storage of Bankers box per month per box</u>	\$1.00
1003	<u>Accessing or Re-filing one file or box per event</u>	\$2.00
1004	<u>Warehouse labor per hour</u>	\$37.50
1005	<u>FAXing or Copying pages per page</u>	\$3.00
1006	<u>Storage boxes, standard wt. with lid per box</u>	\$1.50
1007	<u>Storage boxes, heavy duty with lid per box</u>	\$6.00

**6 C Destruction**

1000	<b><u>Document Shredding</u></b>	
1001	<u>Microfilm shredding per Cu.Ft.</u>	\$5.00
1002	<u>Certified Destruction per Lb.</u>	\$0.20

**6 D Transport**

1000	<b><u>Transportation of Documents or Media</u></b>	
1001	<u>Pick-up or Delivery per mile</u>	\$0.50
1002	<u>Local delivery - flat fee</u>	\$25.00

## 7 **CDROM Services**

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### 7 A **CDROM**

#### 1000 **CDROM Development and Production Services**

1001	CDROM Duplication per CD 1-99 each	\$5.25
1002	CDROM Duplication per CD 100-499 each	\$4.75
1003	CDROM Duplication per CD 500-999 each	\$3.75
1004	CDROM Duplication per CD 1000 up each	\$2.25
1005	Jewel Case with insertion per case	\$0.30
1006	Paper Sleeve with insertion per case	\$0.20
1007	CDROM Labeling color per CDROM	\$0.50
1008	CDROM Labeling B/W per CDROM	\$0.45
1009	Jewel Case Insert Card w/insertion per case	\$1.25
1010	Jewel Case Tray Card w/insertion per case	\$1.45
1011	CDROM Mastering each	\$75.00
1012	DVD Mastering each	\$85.00
1013	DVD Duplication per DVD each	\$100.00
1014	Image Conversion per image	\$0.02

## 8 **Project Management and Special Services**

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### 8 A **Management**

#### 1000 **Management Services**

1001	Project or System Analyst per hour	\$200.00
1002	Programmer per hour	\$200.00
1003	Production Support per hour	\$175.00
1004	Project Management per hour	\$175.00
1005	Integration Services per hour	\$100.00
1006	Technical Services per hour	\$100.00
1007	Records Analyst per hour	\$125.00
1008	Media Analyst per hour	\$125.00
1009	Certified Records Manager per hour	\$175.00
1010	Computer Services, general, per hour	\$85.00
1011	Computer Services, general, per Megabyte	\$0.10

### 8 B **On-site**

#### 1000 **On-site Services**

1001	Equipment set-up (one time)	\$450.00
1002	Equipment take-down	\$325.00
1003	Systems Preparation	\$75.00
1004	Per diem - Sac. Area	\$30.00
1005	Per diem - Outside Area	\$52.50
1006	Per diem - Overnight stay	\$125.00
1007	Stand-by labor time per hour	\$33.75
1008	Tolls, parking, air, bus, FedEx, UPS, etc. costs	Actual