

Price List (page 1 of 2)		Unit	Price
Paper conversion			
Document preparation		hour	38.50
Shredding		cubic ft.	4.50
Scanning			
Scanning 8 1/2 x 11 inch		image	0.0770
Scanning 8 1/2 x 14 inch		image	0.0800
Scanning 11 x 14		image	0.0800
Scanning Burst 11 x 14		image	0.1900
Scanning 11 x 17 B Size		image	0.4500
Scanning 11 x 17 (B Size unburst documents)		image	0.5500
Scanning smaller than 8 1/2 x 11 inch		image	0.9000
Scanning 8 1/2 x 14 1/2 and longer		image	0.1900
Indexing			
Indexing key data entry		keystroke	0.0250
Quality Control			
Quality control random inspection of images		image	0.0600
Quality control inspection of each image		image	0.0650
Microform conversion			
Microform preparation for scanning		hour	38.50
Scanning			
Scanning 16 mm		image	0.0450
Scanning 35 mm		image	0.0450
Scanning 105 mm		image	0.0450
Scanning 3 x 5		image	0.0450
Scanning 4 x 6		image	0.0450
Aperture Card		image	0.7000
Indexing			
Indexing key data entry		keystroke	0.0250
Quality Control			
Quality control random inspection of images		image	0.0210
Quality control inspection of each image		image	0.0270
Drawing scanning			
C		image	7.00
D		image	8.25
E		image	9.00
F		image	4.50
G		image	7.50
H		image	12.50
J		image	33.00
K		image	47.00
Document conversion in-process hard copy services			
Store standard carton		month	0.31
Store X-ray carton		month	0.42
Store tube carton		month	0.24
Store letter transfer case		month	0.81
Store legal transfer case		month	0.94
Print 8 1/2 x 11 single sided		image	0.15
Print 8 1/2 x 11 double sided		image	0.12
Print 11 x 14		image	0.33
Print B		image	0.63
Print C		image	6.75
Print D		image	8.25
Print E		image	9.00

Price List Cont. (page 2 of 2)

Print F	image	7.50
Print G	image	24.00
Print H	image	28.00
Print J	image	33.00
Print K	image	47.00
Index and store new carton	carton	2.25
Access carton	carton	2.16
Refile accessed carton	carton	1.55
Add file folder to system	folder	0.78
Access file folder for warehouse access	folder	2.31
Access file folder for delivery	folder	2.37
Refile file folder	folder	1.55
Remove carton permanently from system	carton	3.32
Fax	page	1.55
Send image via the internet	page	0.85
Misc. hourly labor rate for handling	hour	45.00
Quarterly inventory report	report	15.00
Destruction certificate	report	12.50
Monthly new boxes received report	report	8.85
Monthly activity out report	report	8.85
Monthly permanent removal report	report	8.85
Misc. report	report	9.25
Delivery charge, within 35 miles of document location, next business day	trip	20.25
Delivery charge, within 35 miles of document location, same business day (6 hours)	trip	48.75
Delivery charge, within 35 miles of document location, same business day, stat (2 hours)	trip	91.25
Delivery charge, within 35 miles of document location, same business day, stat (1 hour)	trip	98.75
Delivery charge, setup for third party delivery, dispatch within 3 hours	dispatch	11.75
Delivery charge, setup for third party delivery, dispatch next business day	dispatch	7.75
QC document store	image	0.043
OCR (8 1/2 x 11 inch page) (up to 20 seconds)	page	0.077
Read aperture card punches	column	0.009
Assemble aperture card punches into fields	field	0.017
Document store for images	image	0.129
CD production service	CD	25.00
CD duplication service	CD	21.00
Create full text index	page	0.005
Record documents and viewer on CD	CD	35.00
Record field indexes, documents, and viewer on CD	CD	45.00
Record full-text index, documents, and viewer on CD	CD	55.00
Record field indexes, full-text index, document, and viewer on CD	CD	65.00
Deliver images in intranet document store	image	0.135
DAT tape production service	tape	38.00
Image format conversion between systems	image	0.045
Field format conversion between systems	field	0.025
Document conversion analysis, image format conversion	hour	135.00
Document conversion analysis, field format conversion	hour	135.00
Document conversion analysis, software debug and enhance	hour	135.00
Document conversion analysis, system configuration & tuning	hour	135.00
Document conversion analysis, RFP system sizing	hour	135.00
Document conversion analysis, RFP technical study	hour	135.00
Document conversion analysis, RFP technical review	hour	135.00
Document conversion analysis, RFP response review	hour	135.00
Document conversion analysis, create new report	hour	135.00
Document conversion analysis, document management plan write-up	hour	135.00
Document conversion analysis, document management plan review	hour	135.00
Class, document management concepts	day	2,750.00
Phone consultation, document management concepts	hour	135.00