



# SACRAMENTO FILE & FURNITURE SYSTEMS

## PRICE LIST: S.F.F.S. SCANNING SERVICES DOCUMENT CONVERSION TO ELECTRONIC MEDIUMS:

### I. PRE-SCANNING PREPARATION

MODEL #	PRODUCT/SERVICE DESCRIPTION:	UNIT:	PRICE:
SFFS-100	LABOR TO: PULL FILES; PERFORMS PURGING AS REQUIRED; TRANSPORT FILES TO PREP AREA; REPAIR DAMAGED DOCUMENTS; REMOVE STAPLES/PAPERCLIPS; ASSEMBLE DOCUMENTS IN SPECIFIED SEQUENCE AND OR INSERT PRE-PRINTED IDENTIFICATIONS SHEETS AND/OR ATTACH BAR CODE LABELS TO INDIVIDUAL DOCUMENTS; TRANSPORT FILES TO SCANNING AREA; RE-ASSEMBLE/RE-FILE DOCUMENTS ; OTHER TASKS AS REQUIRED/REQUESTED BY CLIENT.	HOUR	\$ 21.429
SFFS-110	PRINTING OF IDENTIFICATION SHEETS WITH BAR-CODES FROM CUSTOMERS DATA	1000'S	\$ 35.714
SFFS-111	PRINTING OF BAR-CODE LABELS FOR INDIVIDUAL DOCUMENT APPLICATION FROM CUSTOMERS DATA.	1000'S	\$ 17.143
SFFS-115	DATA ENTRY OF DOCUMENT INDEXING FOR CREATION OF PRE- SCANNING BAR-CODES	KEY STROKE	\$ 0.007
SFFS-130	CONSULTING SERVICES TO DETERMINE CONVERSION VIABILITY AND BEST METHOD/PLAN OF ACTION WITH DETAILED CONVERSION PLAN GENERATION.	HOUR	\$ 45.000
			\$ -

### II. SCANNING SERVICES:

SFFS-LTR	8 1/2" X 11" DOCUMENT IMAGES AT 200 DPI IN STANDARD GROUP IV TIFF AT 200 DPI	EACH	\$ 0.079
SFFS-LGL	8 1/2" X 14" DOCUMENT IMAGES AT 200 DPI IN STANDARD GROUP IV TIFF AT 200 DPI	EACH	\$ 0.096
SFFS-1114	11" X 14" DOCUMENT IMAGES AT 200 DPI IN STANDARD GROUP IV TIFF AT 200 DPI	EACH	\$ 0.110
SFFS-1117	11" X 17" DOCUMENT IMAGES AT 200 DPI IN STANDARD GROUP IV TIFF AT 200 DPI	EACH	\$ 0.121
SFFS-300	ADD TO ABOVE DOCUMENT SIZES TO SCAN AT 300 DPI	EACH	\$ 0.014

MODEL #	PRODUCT/SERVICE DESCRIPTION:	UNIT:	PRICE:
SFFS-DTH	ADD TO ABOVE SCANNING SIZES FOR SCANNING UTILIZING DYNAMIC THRESHOLD IMAGE ENHANCEMENT FOR CONTRAST/BRIGHTNESS MANIPULATION.	EACH	\$ 0.007
SFFS-310F	DATABASE LOOKUP OF BAR-CODED IDENTIFICATION SHEETS DURING SCANNING TO VERIFY INDEX VALIDITY/COMPLETION AND TO FILL-IN OTHER KEY FIELDS FROM DATABASE FIELDS	FLAT SETUP	\$ 2,857.143
SFFS-310E	DATABASE LOOKUP OF BAR-CODED IDENTIFICATION SHEETS DURING SCANNING TO VERIFY INDEX VALIDITY/COMPLETION AND TO FILL-IN OTHER KEY FIELDS FROM DATABASE FIELDS	EACH	\$ 0.007
			\$ -

### III. INDEXING SERVICES:

SFFS-320	KEY DATA ENTRY AFTER SCANNING TO INDEX DOCUMENTS	KEY STROKE	\$ 0.007
SFFS-330	DOUBLE BLIND DATA ENTRY AFTER SCANNING TO INDEX DOCUMENTS. THE DATA IS ENTERED TWICE BUY TWO SEPARATE INDIVIDUALS. PASS IF BOTH MATCH.	KEY STROKE	\$ 0.021
SFFS-340	RANDOM INSPECTION OF ALL IMAGES. USUALLY 1 OUT OF 10.	EACH	\$ 0.036
SFFS-350	INSPECTION OF ALL IMAGES	EACH	\$ 0.029
SFFS-360	CONVERT IMAGES VIA OCR TO FULL TEXT ASCII FILE	PAGE	\$ 0.071
SFFS-370	PATCH OCR ZONES FOR INDEXING. DEVELOP SPECIFIC AREAS ON DOCUMENTS WHICH ALWAYS CONTAIN INDEX DATA. OCR THESE AREAS AND INSERT DATA INTO INDEX FIELDS.	IMAGE	\$ 0.010
			\$ -

### IV. IMAGE DELIVERY:

SFFS-410	CD-ROM	EACH	\$ 21.429
SFFS-410	5.25" WORM OPTICAL DISK	EACH	\$ 214.286
SFFS-420	4 MM DAT	EACH	\$ 42.857
SFFS-430	8 MM DAT	EACH	\$ 57.143
			\$ -

### V. OTHER/MISCELLANEOUS:

SFFS-500	SHREDDING OF PURGED DOCUMENTS OR ENTIRE FILE AFTER VERIFICATION OF ACCURATE SCAN/INDEX.	CUBIC FOOT	\$ 3.000
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