

Paper to Electronic

Document Control Solutions

Discount % Determined by Volume

Step	Part Number	Description	Unit	Price	Notes
Prep	Standard Prep using Separator Sheets (<5/fldr)	Perform removal of all staples, bindings, rubber bands, etc. and insert slip sheets denoting document breaks. Includes special services of file purge, mending torn or deteriorated media, segregation of documents to off-site storage or for destruction. Insertion of up to five (5) identification sheets for indexing or classification of obvious document types.	per hour	\$ 24.06	Northern & Central California and all other Areas
				\$ 18.75	LA Orange, San Bernardino & Riverside Counties
				\$ 22.00	San Diego & Imperial Counties
	Standard Prep using Barcode Labels (<5/fldr)	Same as above plus incorporate applying a barcode labels for up to five (5) obvious documents per folder. Barcode to be applied to first page of an obvious doc type in upper right 16 square inches of lead page per document. (See CB Price list for label cost.)	per hour	\$ 25.06	Northern & Central California and all other Areas
				\$ 19.75	LA Orange, San Bernardino & Riverside Counties
				\$ 23.00	San Diego & Imperial Counties
	Complex Doc Prep Barcode & or Sep (6>/folder)	To perform either service of insertion of doc separator sheet or applying a barcode or both when there is (6) obvious documents or more. Also use this same rate if hierarchical document classes need to be determined. Usually limited to 4 levels of hierarchy.	per hour	\$ 26.06	Northern & Central California and all other Areas
				\$ 20.75	LA Orange, San Bernardino & Riverside Counties
				\$ 24.00	San Diego & Imperial Counties
	Add for Doc Identification	When using barcode labels and to perform document identification a specific degree of expertise is required. Rate also applied when it is required to perform a 3rd party audit to determine missing documents per folder.	per hour	\$ 1.50	Same for all regions
	Add for Auto DPI Adjust	Add cost to preparation fees above if scanner ID sheets must be added to perform automatic scanner adjustments to control scanner settings. (Rare Requirement)	per hour	\$ 1.50	Same for all regions
	Add for Shredding	To destroy with a shredder a cubic foot of boxed records.	per cubic foot	\$ 3.20	Same for all regions
Add for Box Inventory	To inventory boxes received or to inventory boxes to be shipped to an archive location or distant facility.	per box	\$ 1.00	Same for all regions	
Deduct for when Quick-Filer™ used in Document Prep.	If DCS's patented Quick-Filer™ index system is used in the document preparation phase deduct this amount from the per hour fees.	per hour	\$ (2.00)	Same for all regions	
Folder to Folder Drops	To move docs from existing folder to a new folder. To identify with barcode specific folders of information that may need to be indexed for a future image capture job. Includes using a barcode label to id doc types within each folder.	est. per folder	\$3.00 to \$10.00 range	Same for all regions	
Doc Tracking	Perform the task using portable barcode wands to create a database of folders and documents linked to a specific box number or vessel code.	per folder	0.35	Same for all regions	
Doc Reassemble	Reassembling the documents into the original or comparable bindings. Staples returned into the original documents, and documents placed back into bindings or fasteners as they were originally found.	per hour	\$ 24.06	Northern & Central California and all other Areas	
			\$ 18.75	LA Orange, San Bernardino & Riverside Counties	
			\$ 22.00	San Diego & Imperial Counties	

Paper to Electronic Scan & Index
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Step	Part Number & Description	200 dpi	300 dpi	600 dpi	Grey Scale any DPI	Add for auto contrast or DPI detect from patch code	Add for hierarchy classification by scanner
Scan	Letter Size 8.5" by 11"	0.075	0.079	0.138	0.138	0.016	0.028
	Legal Size 8.5" by 14"	0.096	0.101	0.176	0.176	0.020	0.035
	11" by 14" (burst or unburst)	0.124	0.130	0.228	0.228	0.026	0.046
	11" by 17" B (burst)	0.143	0.150	0.263	0.263	0.030	0.053
	11" by 17" B (unburst)	0.139	0.146	0.256	0.256	0.029	0.051
Index	Key from Image to field(s) cost per field	Perform coding and/or capture of pre-defined fields of specified data found on either the first or last page of document (confirmed to top or last third of page.) I.e. Date, Author, Recipient, Subject, and Keyword, etc. (20 characters maximum with a 4 field minimum.)				\$0.067	
	Key from Image to field(s) cost per key stroke	To key to a field or to fields an array of information and maintain a log of keystrokes and when 4 fields of information do not seem to be a practical approach. Requirement met for MSA.				\$0.025	
	OCR-Recognition of Image and text data created	Perform the conversion of a document image to an OCR text file. Full text ASCII files to accompany each TIFF file using Optical Character Recognition by Xerox or alternate. OCR % of recognition based on averages defined in test of sample documents.				\$0.150	
QC	Add for Error Checking	Same as above but with error checking.				\$0.200	
	Random inspection of images	View images as they are scanned looking for anomalies requiring re-scan.				\$0.001	
	100% Verification & Inspect each image	View each and every image after scan looking for anomalies that require re-scan.				\$0.011	
	Work Flow Reports and production Statistics	Utilize automated production workflow software to provide detailed control and reports and/or automated file tracking insuring source inputs equal source outputs.				By Quotation	

Paper to Electronic Release & Management Fees
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Step	Part Number	Description	Unit	Price
Release	CD-ROM Mastering (2)	Perform the task of creating pair of CD-ROMs containing the flat indexes and images. One for transport and one for archival purposes. Media included.	per set of CD	\$ 150.00
	Optical Disk	Perform the task of creating one Optical Disk containing the flat indexes and images. Media included.	per platter	by quote
	DAT Tape	Perform the task of creating one DAT tape containing the flat indexes and images. Media included.	per tape	\$250.00
	Blowbacks	At client's request, to created printed documents from images, commonly called "blowbacks".	per image	\$ 0.060
	Bates Stamp	At client's request, to apply unique number sequential to each document prior to image scan, so it appears on both hardcopy and image. Special considerations can be made to apply number after scan and digitally write serial number to image header.	per stamp	\$ 0.050
Manage	Project or System Analyst	Perform systems analysis of the imaging requirements to define overall system function and determine the most cost efficient manner to implement the imaging system and determine if any custom data release scripts are required.	per hour	\$200.00
	Programmer	Perform special coding to set parameters, forms, data exports, data imports, create database schemas and to support the needs determined by the project team.	per hour	\$200.00
	Production Support	Perform the role of project consultant and provide overall project production planning, coordination, communication and database delivery services.	per hour	\$ 175.00
	Project Management	Perform the role of project manager and provide overall project planning management, administration, communication, coordination and control staff.	per hour	\$ 175.00
	Integration Services	Perform as technical consultants and will link the data items with the full text record created via OCR ad merge the resulting database with the corresponding images and build into a application ready load file.	per hour	\$ 100.00
	Technical Services	At client's request, provide consulting; data manipulation, in-house operational supervision or software system related work.	per hour	\$ 100.00
	Records Analyst	Identifying records series to specific retention codes.	per hour	\$ 125.00
	Media Analyst	Space planning for physical doc storage systems. Media Storage System Design.	per hour	\$ 125.00
	RMS or Certified Records Manager	Consultation regarding Records Management policy, I.e. records retention schedules, hierarchy definitions, citation identification for retention schedules.	per hour	\$ 175.00