



# High-Volume Scanning

In our high-volume scanning service, each scanned box is processed as a separate unit. Digital images are delivered organized by box, with each file individually indexed for efficient document retrieval. Pricing is determined based on the specific requirements of each project.

**Actual charges will be based on final counts, but the rates will not change.**

## Our Pricing:

### Scope:

We can scan into pretty much any format and any sized document is fine. We can also do both black & white or color as needed. A standard records storage box of single-sided documents will usually run between 2000-2200 images. I would estimate a budget of \$255/box.

### Specifications:

1. Initial Job Set-up
2. Document Preparation
3. 300 DPI
4. B/W, Grayscale, or Color
5. Indexing (per field)
6. Full OCR (This makes your documents searchable)
7. Data Format and Export

### Rates:

Up to 11"x17" (black & white)	\$0.11/image
Color (less than 3%)	No charge
Indexing	\$0.30/Index/field
Large format (blueprint)	\$1.65/image
Microfiche (16mm)	\$2.25/slide
Microfiche (35mm)	\$2.60/slide
Laserfiche Template	\$2.40/template
Export to USB Drive	\$50
Transportation/Handling	No charge
Shredding	\$3.00/box

**Pricing prepared by:**

Marshall Commons

408-230-8810

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