



Item/Service	Size	Cost	Unit
B&W Auto-feed Capture at 200 dpi, output as PDF, tiff, jpeg, gif, etc. on USB key or to FTP server	≤8½x11	.06	Per image
	Legal	.10	
	11x17	.12	
Full Color Auto-feed Capture at 300dpi, output as PDF, tiff, jpeg, gif, etc. on USB key or to FTP server	≤8½x11	.09	Per image
	Legal	.15	
	11x17	.18	
Full Color Auto-feed Capture at 600dpi or higher, output format to be determined at time of quote	≤8½x11	.18	per image Per 100 dpi over 600
	Legal	.30	
	11x17	.36	
B&W Platen (on the glass) Capture at 200dpi	≤8½x11	.49	Per image
	Legal	.81	
	11x17	.98	
	Larger	Highly Variable	
Full Color Platen (on the glass) Capture at 300dpi	≤8½x11	.64	Per image
	Legal	1.05	
	11x17	1.27	
	Larger	Highly Variable	
Full Color Platen (on the glass) Capture at 600dpi and up	≤8½x11	1.28	Per image
	Legal	2.10	
	11x17	2.54	
	Larger	Highly Variable	



Additional Services

Data entry		15.00	Per hour
Creating subdirectories for file manipulation/transfer – this applies specifically to an application in which the client requires scanned images transferred into several subdirectories with no further indexing		.05	Per unit
Import/Convert from word processing files such as Word or Word Perfect. Specify pricing for importing/converting to/from all file types to be offered under this Contract		.15	Per file
Photoshop Work, including manual stitching, contrast, despeckle, retouching, repairing, etc.		15.00	Per hour
Create re-writable original disc		1.20	Per disc
Duplicates – 1–20 CD–R		1.24	Per disc
Duplicates – 1–20 CD–RW		1.72	Per disc
DVD – up to 4.7 GB		2.84	Per disc
Manual Document and File Prep		21.00	Per hour
Other clerical (could include mail–prep time, keyboarding, addressing, labeling, data entry not already accounted for)		15.00	Per hour
Courier Service		1.40	Per mile

Contact Information
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