

Manassas Scan & Copy Service Pricing

Commercial Document Conversion Pricing 2007 - 2008

* Includes prep, QA, and one index

Service #	Description	Volume	Unit	Image Type A	Cost/Image*	Image Type B	Cost/Image*	Image Type C	Cost/Image*	
Add 25% for for Same Day Turnaround										
Scan & Print Service (Copy)					Call for Volume Quote					
SP-1	Scan & Print (8.5 X 11 - 14")	1-500	Page	Paper	\$	0.35	N/A	N/A	N/A	N/A
SP-2	Scan & Print (11 X 17)	1-500	Page	Paper	\$	0.75	N/A	N/A	N/A	N/A
SP-3	Copier B&W	1-500	Page	Paper	\$	0.25	N/A	N/A	N/A	N/A
SP-4	Scan & Print - Color Add	1-500	Page	Paper	\$	0.25	N/A	N/A	N/A	N/A
SP-5	D-E Drawings B&W	1-500	Page	Paper	\$	15.00	N/A	N/A	N/A	N/A
SP-6	Photograph Scan to CD up to 600 DPI Only	1-500	Page	Photo Paper	\$	1.50	N/A	N/A	N/A	N/A
SP-7	Drawing Scan to CD up to 600 DPI Only	1-500	Page	Photo Paper	\$	3.50	N/A	N/A	N/A	N/A
SP-8	Restoration of Photo	1-500	Hour	N/A	\$	35.00	N/A	N/A	N/A	N/A
Laser Printing Services										
LP-1	B&W	1-500	Page	Paper	\$	0.10	N/A	N/A	N/A	N/A
LP-2	Color	1-500	Page	Paper	\$	0.25	N/A	N/A	N/A	N/A
LP-3	Oversize Document (add)	1-500	Page	Paper	\$	0.10	N/A	N/A	N/A	N/A
LP-4	11 X17 Color	1-500	Page	Paper	\$	0.50	N/A	N/A	N/A	N/A
LP-5	22 X 34 Poster Color	1-500	Page	Heavy Paper	\$	15.00	N/A	N/A	N/A	N/A
LP-5G	22 X 34 Poster Color	1-500	Page	Gloss Paper	\$	15.00	N/A	N/A	N/A	N/A
LP-6	Poster Design	N/A	Hour	N/A	\$	25.00	N/A	N/A	N/A	N/A
LP-7	Flyer Design	N/A	Hour	N/A	\$	25.00	N/A	N/A	N/A	N/A
Fax Services										
F-1	Fax Local	1-500	Page	Paper	\$	0.25	N/A	N/A	N/A	N/A
F-2	Fax Long Distance	1-500	Page	Paper	\$	0.35	N/A	N/A	N/A	N/A
Web Post and Share Services										
PS-1	Digital Document Post and Share (7 days)	1-500	Page	Electronic Document	\$	0.15	N/A	N/A	N/A	N/A
Scanning Services										
DCP-1	Good Image 8.5 X 11 one index	1-50K	Image	Group IV Tif	\$	0.15	PDF	\$	0.18	PDF/HT \$ 0.20
DCP-2	Good Image 8.5 X 11 one index	51K-200K	Image	Group IV Tif	\$	0.14	PDF	\$	0.17	PDF/HT \$ 0.19
DCP-3	Good Image 8.5 X 11 one index	201K-500K	Image	Group IV Tif	\$	0.12	PDF	\$	0.15	PDF/HT \$ 0.17
DCP-4	Good Image 8.5 X 11 one index	501K-1000K	Image	Group IV Tif	\$	0.11	PDF	\$	0.14	PDF/HT \$ 0.16
DCP-5	Good Image 8.5 X 11 one index	1001K-3000K	Image	Group IV Tif	\$	0.10	PDF	\$	0.13	PDF/HT \$ 0.15
DCP-6	Good Image 8.5 X 11 one index	3001K- UP	Image	Group IV Tif	\$	0.08	PDF	\$	0.11	PDF/HT \$ 0.13
DCP-7	Legible Mixed Sizes or Forms, one index	1-50K	Image	Group IV Tif	\$	0.25	PDF	\$	0.28	PDF/HT \$ 0.30
DCP-8	Legible Mixed Sizes or Forms, one index	51K-200K	Image	Group IV Tif	\$	0.22	PDF	\$	0.25	PDF/HT \$ 0.27
DCP-9	Legible Mixed Sizes or Forms, one index	201K-500K	Image	Group IV Tif	\$	0.20	PDF	\$	0.23	PDF/HT \$ 0.25
DCP-10	Legible Mixed Sizes or Forms, one index	501K-1000K	Image	Group IV Tif	\$	0.17	PDF	\$	0.20	PDF/HT \$ 0.22
DCP-11	Legible Mixed Sizes or Forms, one index	1001K-3000K	Image	Group IV Tif	\$	0.15	PDF	\$	0.18	PDF/HT \$ 0.20
DCP-12	Legible Mixed Sizes or Forms, one index	3001K- UP	Image	Group IV Tif	\$	0.13	PDF	\$	0.16	PDF/HT \$ 0.18
Scanning Services Options										
DCO-1	Additional Indexed Field	1-500K	Image	Group IV Tif	\$	0.02	PDF	\$	0.02	PDF/HT \$ 0.02
DCO-2	Additional Indexed Field	501K- UP	Image	Group IV Tif	\$	0.01	PDF	\$	0.01	PDF/HT \$ 0.01
DCO-3	100% QC OCR	N/A	Image	N/A	\$	0.35				
DCO-4	OCR NO QC	N/A	Image	N/A	\$	0.10				
DCO-5	Form Zones	N/A	Image	N/A	\$	0.05				
DCO-6	Barcode Sheet Insertion	N/A	Page	N/A	\$	0.25				
DCO-7	Certified Shredding	N/A	Page	N/A	\$	0.03				
DCO-8	Document Clean-up	N/A	Page	N/A	\$	0.08				
DCO-9	Optical Media Charge - DVD-R	\$	7.50							
DCO-10	Optical Media Charge - CDRom	\$	5.00							
DCO-11	XML Conversion from paper	\$	0.45 per KB							
DCO-12	XML Conversion from paper	\$	35.50 per hour							
DCO-13	Pick-up and Delivery Metro Area	\$	25.00 R/T							
DCO-14	Scan to MS Word 2003 with formatting	N/A	Page	N/A	\$	3.00	Call for Volume			
DCO-15	Storage per box (STD NARA)	N/A	per month		\$	2.50				
DCO-16	New STD NARA Box w/Barcode Label	N/A	per Box		\$	2.75				

Notes: **10% discount on 1 year contracts**
Call for long term contract pricing