



Brenda Roberts
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NAME:	DATE:
ADDRESS:	Phone:
Email:	OK to text?
	Due date:

Document Scanning Services	PRICE EACH	QTY	Cost
Price per page determined by complexity of job (paper sizes, number of folders, paper condition)	.07 - .14		
Prep fee (priced per Banker's Box)			
Level 1 Minimal (1 staple per 25 pages)	\$25		
Level 2 Average (2 staples per 10 pages)	\$35		
Level 3 High (3+ staples per 10 pages)	\$50		
File verification (check folders before scanning)	\$25		
Photo Scanning Services			
Photo up to 11" x 17" (400-1200 dpi)	\$0.49		
Slides / Negatives (4000 dpi)	0.49		
Multi-image scan	0.49		
Remove photo from album or slide from carousel	0.20		
Return photo to album or slide to carousel	0.20		
Titles, captions, keywords (price per photo)	0.25		
High-Res Large Format Scans up to 25" x 36"			
1 – 25 Pages	\$8		
25 – 50 Pages	\$6		
50 - 100 Pages	\$4		
101 + Call for quote			
Scans larger than 25" x 36" please call for quote			
Book Scanning (books up to 17" x 25" when open)	\$0.49 per page		
Flash Drives / SSD External Hard Drives			
16 GB - \$25 / 32 GB - \$30 / 64 GB - \$35 / 128 GB - \$40			
480 GB - \$100 / 1 TB - \$125 / 2 TB - \$150			
Other fees may include delivery and pick-up, special handling for fragile items, mailing fees, etc., which will be discussed and agreed upon – my goal is to provide complete transparency, no surprises, and keep the process as simple as possible.			

Documents are scanned on a high-speed auto-feed scanner and can be saved in a format of your choice, generally as searchable PDF files at 400 dpi. **Photos, slides, negatives, fine art, books, and large items such as blueprints** are scanned individually at 300-4000 dpi depending on the size of the original, in tiff format. Then they are exported into jpeg files for ease of use (smaller file size). I will provide you with the tiff and the jpeg files. I'm always open to scanning in your format of choice and at the resolution you need, just let me know!

I recommend making copies of your flash drive and/or storing the files in the cloud so that you have at least two back-up locations. Don't forget to share them with your friends and family.

Complete satisfaction is guaranteed. I'll keep your files for one year in order to make replacements, repairs, corrections, or changes if needed. If you don't want me to keep a copy of your files, I will delete them after 10 days and your guarantee is reduced to that same period.

For photo scanning, I use a flatbed scanner and a Quartz A1 HD overhead scanner, allowing for gentle handling of your items during the scanning process. Great care will be taken to ensure everything will be in the same condition in which it was received. However, I will not be held liable for any damage beyond my control, such as extremely fragile items that are damaged when moving from your container to the scanner. If an item appears to be too fragile, I will bypass that item rather than cause it damage.

If your project is elaborate, such as containing many hard-to-read captions or people-tagging we may need to meet more than once, either virtually or in person, to ensure all the information is accurate. Large projects will be invoiced in batches (usually monthly), otherwise payment is not required until the project is complete. Payments may be made in cash or check payable to "ScanVT".

Thank you for doing business with ScanVT, my promise is to treat your possessions as if they were my own and to always strive to exceed your expectations.

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