

**STATE TERMS SCHEDULE – PRICE SHEET
MODIFIED 7/1/2009**

Basic Order Limitations

Minimum: \$100

Maximum: \$50,000 – Agencies should contact State Purchasing when they expect to exceed the maximum order limitation.

Document Scanning Services:

All document conversion services include image cleanup. All image file types supported from 75 dpi and up, black/white, color, grayscale.

Paper documents up to 8 ½ X 11 to 500,000 pages	.07 cents/image
Paper documents up to 8 ½ X 11 > 500,000 pages	.05 cents/image
Paper documents 11 X 17 to 500,000 pages	.09 cents/image
Paper documents 11 X 17 > 500,000 pages	.08 cents/image
C size drawings	.85 cents/image
D size drawings	\$1.27 /image
E size drawings \$2.00/drawing	\$1.70/image
Oversize drawing up to 42” wide \$3.00/drawing	\$2.55/image
Color drawing any size add to price \$1.00/drawing	

Data Entry Services:

Data entry/indexing .01 cents/keystroke

Microfilm conversion services:

16mm/35mm microfilm to tiff at 200dpi	.06 cents/image
Microfiche to tiff at 200dpi	.05 cents/image
Aperture Cards .25 cents/card includes index to 30 char	.22 cents/card
Indexing to 30 char. & document assembly	.11 cents/doc

Additional Imaging Services:

Prep for scanning, document assembly	\$15.30/hr
Professional Services	\$76.50/hr
Optical Character Recognition(OCR)	.03/image

CD/DVD Duplication Services:

Duplication from master 2 color printing to 1000 disks includes sleeves.	\$1.36/disk
Duplication from master 2 color silk screen to 10k disks includes sleeves.	.85/disk