

Central Business Group

Pricing Effective as of January 1, 2009

Record Conversion Services

-Services include barcode (or RFID) and color-coded labeling conversions, and top-tab to side-tab filing conversions.

Number of Records	Price Per Record
1,000 – 9,999	\$1.75
10,000 – 49,999	\$1.00
> 50,000	\$0.80

Database Creation Services

-Services include transfers of handwritten or typed information into electronic format. Pricing is based on 3 fields of 25 characters each. All data needs to be found on the first page of the record.

Number of Records	Price Per Record
1,000 – 9,999	\$2.00
10,000 – 49,999	\$1.10
> 50,000	\$0.90

Document Imaging Services

-Services include minimal document preparation, page sizes from 3"x4" to 11"x17" into TIFF images 200dpi, and one DVD or CD-ROM copy.

Page size / Total Page Count	Price Per Page
Sizes up to 8 1/2" x 11" < 500,000 pages	\$0.08
Sizes up to 8 1/2" x 11" > 500,000 pages	\$0.06
Size 11" x 17" < 500,000	\$0.10

Record Relocation

-Services include the professional handling of file relocations, including mapping record locations, sequencing and labeling each series, unloading, transporting, and reloading storage components, and conducting ongoing audits to ensure an accurate transfer.

(LFI) of Filing System	Price Per LFI
1000 – 9,999	\$1.00
10,000 – 49,999	\$0.75
> 50,000	\$0.70

Purge Services

-Services include identification, removal, and recording of records that are deemed to be inactive.

Number of Records	Price Per Record
5,000 – 24,999	\$1.40
25,000 – 99,999	\$1.00
> 100,000	\$0.85

Interfiling / File System Merging Services

-Services include the merging of records, completing a document audit, and physically interfiling documents or merging files into the proper location.

Total LFI of combined (equally sized) systems	Price Per Record
10,000 – 24,999	\$1.00

25,000 – 99,999	\$0.60
> 100,000	\$0.50

Additional Services

Prep for scanning / document assembly	\$22 / hour
Document Management Consulting/Professional Services	\$80-\$130 / hour

Note: Pricing is based on documents standard quality and moderate preparation. Information for index fields must be found on the first page of the document. Record relocation is based on transportation within a 25 mile radius of the original location.