



Digital Documentation & Retention

A & M Digital Technologies is proud to offer both digital document conversion and retention. The process not only saves you space for your documents but also creates a backup in case your home or office is hit with a disaster.

The process begins when we take your paper documents and scan them into our systems to prepare them for the conversion process. Once the documents are scanned we then move the images into either a readable format, or we can transfer them into your own database program. If you don't have a database program we can build one for you to help keeping track of the records much easier.

Once the conversion process is complete the retention process will begin. We can store the files on either DVD's or on a server. We make at least two copies for retention purposes, we give you the customer one copy then we keep a second copy here at our headquarters in a fireproof, secure, safe, which is kept in a climate controlled room. In certain cases you may want more than one copy which is not a problem, we can make as many copies as you like.

Black and White Scans

Resolution (dpi)	Letter (8½" x 11") Price/Image	Legal (8½" x 14") Price/Image	Double Letter (11" x 17") Price/Image
200 x 200	9¢	11¢	16¢
300 x 300	15¢	17¢	28¢
400 x 400	22¢	24¢	35¢
600 x 600	25¢	30¢	41¢

Grayscale Scans

Resolution (dpi)	Letter (8½" x 11") Price/Image	Legal (8½" x 14") Price/Image	Double Letter (11" x 17") Price/Image
200 x 200	14¢	17¢	26¢
300 x 300	20¢	23¢	31¢
400 x 400	27¢	29¢	36¢
600 x 600	30¢	34¢	40¢

Color Scans

Resolution (dpi)	Letter (8½" x 11") Price/Image	Legal (8½" x 14") Price/Image	Double Letter (11" x 17") Price/Image
200 x 200	32¢	37¢	61¢
300 x 300	42¢	47¢	76¢
400 x 400	52¢	57¢	91¢

Resolution (dpi)	Letter (8½" x 11") Price/Image	Legal (8½" x 14") Price/Image	Double Letter (11" x 17") Price/Image
600 x 600	62¢	67¢	\$ 1.05

- If page size or resolution is not shown use next higher page size and resolution to determine price.
- Same price (per image) for single-sided and double-sided pages.

Per image scanning rates drop quickly as volume increases:

Volume	% Discount
Up to 50,000 pages	No Discount
50,001 to 75,000	10%
75,001 to 100,000	15%
100,001 to 150,000	20%
150,001 to 200,000	25%
200,001 to 250,000	30%
250,001 to 350,000	35%
350,001 to 500,000	40%
Over 500,000 pages	50%

Document Preparation

If you require us to prepare your documents for scanning by removing staples, restapling, etc. we charge \$ 10.00 / hour for this service

Indexing Prices

For most situations the following rates will apply:

- 25¢ per index (for up to 20 characters)
- 45¢ per index (for labels longer than 20 characters)

35 mm Slide / Negative Scanning

We also provide scanning for photo negative scanning. Please call us for prices.

Pickup/Delivery of Documents

Pickup or Delivery of documents is also available, just call for prices

CD / DVD Burning

CD or DVD burning includes putting your files onto a disc, affixing a matte label, and packaging into a slim jewel case. A backup is made and stored at our site for your protection of all work done.

- \$5.00 cost for each disc burned
- \$3.00 cost for each extra copy burned (quantity: 2 to 24)
- \$2.00 cost for each extra copy burned (quantity: 25 or more)