



Specialists in Litigation Support

Quick Pricing Guide

Copying and Duplicating

Level A	.07 per copy
Straight Copy Machine Fed, Good Originals	
Level B	.10 per copy
Straight Copy Machine Fed, Moderate Staples, Post-Its or Tabs	
Level C	.13 per copy
Straight Copy Machine Fed, Heavy Staple, Post-Its or Tabs	
Level D	.17 per copy
Hand Fed, i.e. Cancelled Checks, Small Notes...."Glass Work"	

On Site duplication

Per Page	.25 per copy
Machine Set Up Fee	\$50.00

Color Copies

Photo Quality Copies (varies per volume)	.30 - .10 per copy
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Computer Services

Basic Computer Services - (Recreating)	\$32.50
Pre-Flight (1 time set up charge)	\$10.50

Bindery

Velo Bind	\$2.00
Coil Bind	\$2.00
Spiral Bind	\$2.00
Index Tabs	.35 each
Personalized Tabs	.50 each
Acco Binds	.90 each

Document Scanning and Digital Imaging

Level A	.07 per scan
Straight Copy Machine Fed, Good Originals	
Level B	.10 per scan
Straight Copy Machine Fed, Moderate Staples, Post-Its or Tabs	
Level C	.13 per scan
Straight Copy Machine Fed, Heavy Staple, Post-Its or Tabs	
Level D	.17 per scan
Hand Fed, i.e. Cancelled Checks, Small Notes...."Glass Work"	
Load Files (Summation - Trial Director)	\$32.50
CD Burns	\$10.50
DVD Burns	\$20.00
VHS to VHS/VHS to DVD	\$20.00
Digital Bates Labeling & Numbering	No charge
Word Searchable (OCR)	.03 per scan
PDF Bookmarks	.90 per

Large Format/High Quality

Standard Poster Size 24x36	\$30.00
Large Fromat Black & White 24x36	\$15.00
Foam Board Mounting 24x36	\$10.50

Architectural & Engineering Line Drawings

Prints	Black & White	Color
18x24 on 20lb Bond	\$1.00	\$2.00
24x36 on 20lb Bond	\$1.50	\$3.00
30x42 on 20lb bond	\$2.00	\$4.00
36x48 on 20lb Bond	\$2.50	\$6.00
Scans	Black & White	Color
18x24	\$1.50	\$2.50
24x36	\$2.00	\$3.00
30x42	\$2.50	\$3.50
36x48	\$3.00	\$4.00