

# IMR Digital Pricing Catalog

20 May 2022



Customer-Site Services	Pricing
Prepare source materials at customer site for secure transport	\$75.00/hr.
Inventory source materials at customer site before secure transport	\$75.00/hr.
Pack source materials at customer site for secure transport	\$75.00/hr.
On-customer-site document preparation, scanning, indexing, and output services	\$150.00/hr.
Courier Services	Pricing
Secure pick up and/or delivery of source materials & deliverables with company vehicles	\$1.75/mile
Secure pick up and/or delivery of source materials & deliverables via common & express carrier	\$10.00 + cost
Document & Other Source Material Preparation Services	Pricing
Envelope opening/mail extraction	\$75.00/hr.
General pre-imaging document (or other source material) preparation for scanning or microfilming	\$75.00/hr.
Special preparation of fragile, non-standard, and/or irreplaceable source materials	\$125.00/hr.
Source Material Scanning Services	Pricing
General Document Scanning (typically automated)	\$0.10/image
Special Document Scanning such as maps, fragile & irreplaceable materials, etc. (typically by hand)	\$2.50/image
Book Scanning (bi-tonal, grayscale, and/or color)	\$0.60/image
Wide-format scanning (bi-tonal, grayscale, and/or color; to 42")	\$1.75/image
Roll microfilm scanning (meets all industry & Commonwealth standards)	\$0.10/image
Jacket/microfiche scanning	\$0.20/image
X-ray scanning (not diagnostic – primarily litigation support)	\$5.00/image
Data Entry & Recognition Services	Pricing
Hand keying of document data (unconstrained handwriting, etc.)	\$0.02/char.
Optical Character Recognition & clean-up (OCR – machine printed source)	\$0.02/image
Intelligent Character Recognition & clean up (ICR – comb- or box-bounded hand printed source)	\$0.02/char.
Courtesy Amount Recognition & Legal Amount Recognition (CAR/LAR – extraction of check data)	\$0.05/image
Document Classification setup & processing (semi-automated identification of/by document type)	\$0.06/image
Indexing Services	Pricing
Development of indexing standards & procedures	\$75.00/hr.
Indexing from customer-supplied image or film	\$0.02/char.
Create index text or database files for use with imaging & similar presentation systems	\$75.00/hr.
Storage, Destruction & Security Services	Pricing
Secure & climate-controlled long-term document, film & media storage	\$2.50/cu.ft./mo.
Secure document, film & media destruction services	\$5.00/cu. ft.
Non-secured document, film & media disposal services	\$2.50/cu. ft.
Electronic Deliverable Output Creation & Transmission Services	Pricing
Customization of output formats for special needs (website presentation, etc.)	\$250.00/hr.
Customization of output formats for content management, land record & other systems	\$250.00/hr.
Deliverable transmission via shipped electronic media (flash drives, hard disk drives, etc.)	\$150.00/drive
Deliverable transmission via secured FTP	\$50.00/trans.
Deliverable transmission via VPN	\$50.00/trans.
Deliverable transmission by hand	\$1.75/mile
Deliverable transmission using cloud services (Box, Google Drive, Amazon Web Services, etc.)	\$50.00/trans.

<b>Business Process Outsourcing (BPO) &amp; Application Service Provider (ASP) Services</b>	<b>Pricing</b>
Receipt of materials from P.O. Boxes, etc.	P.O. Box Cost
Scan & index incoming mail (average 3 pages/item)	\$1.50/item
Document data extraction & subsequent business processing	\$75.00/hr.
Format & apply business rules per customer needs	\$75.00/hr.
Handle defined exceptions per customer specification	\$75.00/hr.
Post deliverables online for retrieval by customer	\$75.00/hr.
<b>Aperture Card Services</b>	<b>Pricing</b>
Creation from customer-supplied microfilm	\$0.75/card
Creation from internally created microfilm	\$2.00/card
Creation from electronic images	\$1.50/card
Inkjet print aperture cards	\$0.50/card
Scan aperture cards	\$0.75/card
<b>Microfilm Services</b>	<b>Pricing</b>
16mm planetary microfilming	\$0.10/image
35mm planetary microfilming	\$1.00/image
35mm book microfilming	\$0.75/image
Microfilm repair	\$75.00/hour
<b>Microfilm Writing Services</b>	<b>Pricing</b>
16mm (customer supplied or internally created images)	\$0.06/image
35mm (customer supplied or internally created images)	\$0.35/image
<b>Microfilm Jacket/Microfiche Services</b>	<b>Pricing</b>
Type and load 16mm jackets	\$1.75/jacket
Type and load 35mm jackets	\$1.75/jacket
Microfiche duplication	\$0.75/fiche
<b>Microfilm/Digital to Paper Conversion Services</b>	<b>Pricing</b>
Scan 16mm microfilm & print to paper	\$0.50/print
Scan 35mm microfilm & print to paper (up to 42" wide – can rotate for length)	\$10.00/sq. ft.
Engineering drawing image to paper conversion (up to 42" wide – can rotate for length)	\$10.00/sq. ft.
Color image to paper conversion – various media (photo, banner, backlit film, paper, etc.)	\$15.00/sq. ft.
Recreation of County books to Enduro binders (scan print to new size, punch and insert)* <i>*Customer to supply binders, or order through IMR Digital</i>	\$0.85/Page
<b>Microform Laboratory Services (meets all industry and Commonwealth standards)</b>	<b>Pricing</b>
16mm deep-tank processing	\$10.00/roll
35mm deep-tank processing	\$15.00/roll
16mm silver film duplication	\$30.00/roll
35mm silver film duplicating	\$50.00/roll
16mm diazo film duplicating	\$27.00/roll
35mm diazo film duplicating	\$36.00/roll
Methylene-blue testing	\$40.00/test
QC of internally-created & customer-generated microfilm	\$75.00/hour
<b>Image &amp; Media Conversion Services</b>	<b>Pricing</b>
TIFF to PDF (short-run and in bulk)	\$0.10/image
PDF to TIFF (short run and in bulk)	\$0.10/image
JPG to TIFF (short run and in bulk)	\$0.10/image
JPG to PDF (short run and in bulk)	\$0.10/image
VHS to digital conversion	\$75.00/hour
Cassette to digital conversion	\$75.00/hour

