

## Standard Services

Our standard services help you to leverage digitized documents to drive efficiencies in your business processes. Listed below are the elements included in our standard pricing.

- Prep/clean
- Physical page count and reconciliation
- Scan ( B&W 300dpi)
- Re-assemble
- Indexing
- File name
- Folder name
- TIFF/JPG/Searchable PDF
- OCR
- Encrypted CD/DVD
- Upload to IP Asset Management/EDM system
- SFTP
- Standard metadata templates
- \$299 set-up fee per client

## Additional Services

Choose from the list of customizable services to enhance management of digital IP assets.

- Digital Mark and Image Conversion with OCR
- Custom meta data template development
- Scripts for uploading data or linking uploaded IP documents
- Extract data & OCR from electronic documents e.g. emails
- Data mapping and migration
- Special folder/filing conventions
- Color scanning
- Wide format scanning
- Pick up/return of documents from client locations
- Shredding
- Paper storage
- Project Management Services related to Additional Services
- Paralegal services