

## 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
- SFTP
- IPAM/EDM
- Standard metadata templates
- \$500 set-up fee per client

## Special Services

We offer services to the media and entertainment industry to help identify monetization opportunities by data mining scripts for pre-production value and assessment of marketing opportunities such as diversification for film and TV.

Available Services include:

- Scanning and OCR of pre-production Scripts
- Data mining for monetization opportunities
- Custom marketing reports to explore diversification and product placement opportunities
- Special folder/filing conventions
- Project Management Services related to Special Services