

Document Services

Scanning

Reduce wasted space by scanning those file boxes of personal or business files.

Storage Options: CD • USB Drive • External Hard Drive

Scanning Options: Bulk Scanning • Scan & Catalog

Scan & Create Searchable PDF Files

Call for a FREE quote!

Shredding

\$0.49 per lb

\$0.89 “while you watch”

Pickup Service \$25 per pickup

(waived if combined with scanning pickup)



FAX/Email Services

\$1.00 1st sheet, \$0.75 sheets 2-9, \$0.25 sheets 10+

Laminating (price includes printing if necessary)

\$0.75 for 8.5x11” or smaller

\$1.00 for 8.5x14”

\$1.50 for 11x17”

Laminated using 3mil clear sheets. 5 mil matte lamination sheets available at additional charge.

