

Document Services

Scanning

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

Storage Options: CD • USB Drive • External Hard Drive (extra fees apply)

Scanning Options: Bulk Scanning • Scan & Catalog

Scan & Create Searchable PDF Files

From \$0.03 per page, plus device cost if purchased from BMD Printing

Call for a FREE quote!



Shredding

\$0.49 per lb

\$0.89 “while you watch”

Pickup Service \$25 per pickup

FAX/Email Services

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

Laminating (price includes printing if necessary)

\$1.00 for 8.5x11” or smaller 3mil Gloss (Item LAM11)

\$1.25 for 8.5x11” or smaller 5mil Matte (Item LAM11M)

\$1.50 for 8.5x14” 3mil Gloss (Item LAM14)

\$2.00 for 11x17” 3mil Gloss (Item LAM17)



3-Hole Punch

\$0.03 per sheet - Have document that need to be stored in 3-ring binders? We can punch the holes quickly and inexpensively!