

Scanning Cost Worksheet

Number of Scans	Time	Subtotal	Rush Charge	Additional flagging charge	Total Charge
\$10.00 initiation fee plus \$5.00 image fee				\$25.00/hr retrieval fee if patron is unable to locate and to flag all of the items in the scanning order	
1	10 work days	\$15.00	\$0.00		
2	10 work days	\$20.00	\$0.00		
3	10 work days	\$25.00	\$0.00		
4	10 work days	\$30.00	\$0.00		
5	10 work days	\$35.00	\$0.00		
6	10 work days	\$40.00	\$0.00		
7	10 work days	\$45.00	\$0.00		
8	10 work days	\$50.00	\$0.00		
9	10 work days	\$55.00	\$0.00		
10	10 work days	\$60.00	\$0.00		
11	10 work days	\$65.00	\$0.00		
12	10 work days	\$70.00	\$0.00		
13	10 work days	\$75.00	\$0.00		
14	10 work days	\$80.00	\$0.00		
15	10 work days	\$85.00	\$0.00		
\$10.00 initiation fee plus \$10.00 image fee			\$50.00 additional charge if order is larger than 15 scanned images and is needed in less than 10 work days		
16	10 work days	\$95.00			
17	10 work days	\$105.00			
18	10 work days	\$115.00			
19	10 work days	\$125.00			
20	10 work days	\$135.00			
21	10 work days	\$145.00			
22	10 work days	\$155.00			
23	10 work days	\$165.00			
24	10 work days	\$175.00			
25	10 work days	\$185.00			
26	10 work days	\$195.00			
27	10 work days	\$205.00			
28	10 work days	\$215.00			
29	10 work days	\$225.00			
30	10 work days	\$235.00			
31	10 work days	\$245.00			
32	10 work days	\$255.00			
33	10 work days	\$265.00			
34	10 work days	\$275.00			
35	10 work days	\$285.00			
36	10 work days	\$295.00			
37	10 work days	\$305.00			
38	10 work days	\$315.00			
39	10 work days	\$325.00			
40	10 work days	\$335.00			

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Number of Scans	Time	Subtotal	Rush Charge	Additional flagging charge	Total Charge
41	10 work days	\$345.00			
42	10 work days	\$355.00			
43	10 work days	\$365.00			
44	10 work days	\$375.00			
45	10 work days	\$385.00			
46	10 work days	\$395.00			
47	10 work days	\$405.00			
48	10 work days	\$415.00			
49	10 work days	\$425.00			
50	10 work days	\$435.00			
Any order in excess of 50 images may be subject to an additional charge of \$25.00 /hr.					