Rate Sheet for Carbon Lehigh IU #21 MIS Desktop Publishing Center Services

<table>
<thead>
<tr>
<th>Services Performed</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Publishing</td>
<td>$25.00/hr</td>
</tr>
<tr>
<td>Word Processing</td>
<td>$19.00/hr</td>
</tr>
<tr>
<td>Scanning/OCR</td>
<td>$19.00/hr</td>
</tr>
<tr>
<td>Transcription</td>
<td>$19.00/hr</td>
</tr>
</tbody>
</table>

Rate Sheet for Carbon Lehigh IU #21 MIS Document Imaging Center Services

**Prep Work:** (Client requesting IU to perform): $19.00 per hour (additional $.029 copy charge per image if required)

**Scan/Index:** $.13 per image. Double-sided will be scanned as two single images.
Price includes first two index fields.

**Additional Index Fields:** $.03 per field, per folder

**Data Storage:** $62.00 per 15,000 images

**Conversion:** $52.00 per CD
Additional costs will be added for the following: discretionary prep work (determined by Document Imaging Department – ink/paper concerns for scan quality), transport, security copies, and shredding.

**Discretionary Prep Work:** $19.00 per hour ($.029 copy charge per image if required)

**Transport:** IU area transport *(prices reflect pickup/return delivery)*
- Travel Zone 1 (1-25 miles) - $94.00 (Half—$47.00)
- Travel Zone 2 (26-50 miles) - $134.00 (Half—$67.00)
- Travel Zone 3 (51-100 miles) - 176.00 (Half—$88.00)

**Disposal/Shredding:** $12.00 per hour (includes disposal) + $7.00/box/per month for 90 day storage (documentation)

*For microfiche conversion, contact CLIU Document Imaging for costs.*

Rate for shredding alone

Inhouse—no charge
Districts/Vo-Techs/outside agencies—$12.00 per hour + $7.00 per box/month for 90 storage

Have staff contact Deb Gruber