

## **How Much To Scan My Files?**

**How much does scanning cost per page? Do the benefits outweigh the cost? Does scanning old files make sense for my business?**

The answer to all of those questions is the annoyingly vague, “It depends”.

The per sheet scanning costs is determined by several factors. Each set of documents is different and the requirements can vary greatly.

Here are several factors which determine the cost per page:

- 1) **Age/condition of the documents-** the older the documents, the more fragile they become. Often older documents are onion skin paper, which is like tissue paper. It is extremely delicate and hard to scan thus, affecting the price.
- 2) **Document size-** Large-format documents are much more expensive than letter or legal size paper to scan.
- 3) **Document preparation-** the more staples, binding strips, clips, the more expensive it is to scan. All metal and binding materials have to be removed before documents can go through the scanners. Also, small documents like receipts or post-it notes have to be taped or attached to other sheets of paper to go through the scanners.
- 4) **Document re-assembly-** do files have to be re-stapled or returned to their original condition? This can double the cost of the scanning project. The less that we have to do to the documents post scanning, the cheaper the project.
- 5) **Document repair-** if documents are in rough shape and require extensive taping or repair, it adds to the cost of the project.
- 6) **Document indexing-** the indexing and metadata capture requirements can greatly affect the cost. The more index fields that need to be captured the more expensive the price.
- 7) **On-site scanning-** scanning the documents at the client’s location rather than taking them off-site to the archSCAN Production Center can increase the price of a project by up to 20%
- 8) **Pick-up/delivery schedule-** Are all the documents being picked up at once or are they being picked up in small quantities at regular intervals?

**The bottom line is every project is different.** A site visit to view the documents, discuss the scanning options, and indexing requirements is highly recommended in order to get an accurate quote.

To answer the question of whether it makes more sense to scan old paper documents or send them to off-site storage also depends.