

Document Capture Services

\* DIR CUSTOMER PRICE contains 0.75% DIR Administrative Fee and it is AUTOMATICALLY calculated as MSRP x (1-DIR Discount%) x (1+0.75%)

| Category         | High level product/<br>service description    | Products/services description                                     | Service/part<br>number | Unit of issue                | Price per<br>unit of issue<br>base price | Dir<br>customer<br>discount %<br>off base<br>price | Dir<br>customer<br>price* |
|------------------|-----------------------------------------------|-------------------------------------------------------------------|------------------------|------------------------------|------------------------------------------|----------------------------------------------------|---------------------------|
| Document imaging | Black and white image capture                 | Low (200 DPI)                                                     | 1000013331             | Per image                    | \$0.05                                   | 23.00%                                             | \$0.04                    |
| Document imaging | Black and white image capture                 | Medium (300 DPI)                                                  | 1000013332             | Per image                    | \$0.05                                   | 23.00%                                             | \$0.04                    |
| Document imaging | Black and white image capture                 | High (400 DPI)                                                    | 1000049218             | Per image                    | \$0.10                                   | 23.00%                                             | \$0.08                    |
| Document imaging | Black and white image capture                 | Very high (600 DPI+)                                              | 1000049219             | Per image                    | \$0.10                                   | 23.00%                                             | \$0.08                    |
| Document imaging | Color image capture                           | Medium (300 DPI)                                                  | 1000013337             | Per image                    | \$0.08                                   | 23.00%                                             | \$0.06                    |
| Document imaging | Color image capture                           | High (400 DPI)                                                    | 1000013338             | Per image                    | \$0.15                                   | 23.00%                                             | \$0.12                    |
| Document imaging | Color image capture                           | Very high (600 DPI+)                                              | 1000013339             | Per image                    | \$0.15                                   | 23.00%                                             | \$0.12                    |
| Document imaging | Large format image capture                    | Medium (300 DPI)                                                  | 1000013341             | Per image                    | \$2.25                                   | 23.00%                                             | \$1.75                    |
| Document imaging | Large format image capture                    | High (400 DPI)                                                    | 1000049221             | Per image                    | \$3.50                                   | 23.00%                                             | \$2.72                    |
| Document imaging | Large format image capture                    | Very high (600 DPI+)                                              | 1000049222             | Per image                    | \$3.50                                   | 23.00%                                             | \$2.72                    |
| Document imaging | Image processing                              | Low (200 DPI)                                                     | 1000013304             | Per image                    | \$0.03                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Image processing                              | Medium (300 DPI)                                                  | 1000049208             | Per image                    | \$0.03                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Image processing                              | High (400 DPI)                                                    | 1000049209             | Per image                    | \$0.06                                   | 23.00%                                             | \$0.05                    |
| Document imaging | Image processing                              | Very high (600 DPI +)                                             | 1000049210             | Per image                    | \$0.06                                   | 23.00%                                             | \$0.05                    |
| Document imaging | Microfiche conversion                         | Conversion of microfiche to digital Images                        | 1000013283             | Per image                    | \$0.07                                   | 23.00%                                             | \$0.05                    |
| Document imaging | Microfiche conversion                         | Conversion of microfilm to digital Images - 16 mm                 | 1000013281             | Per image                    | \$0.05                                   | 23.00%                                             | \$0.04                    |
| Document imaging | Microfiche conversion                         | Conversion of Microfilm to digital Images - 35 mm                 | 1000013282             | Per image                    | \$0.10                                   | 23.00%                                             | \$0.08                    |
| Document imaging | Index field - type 1                          | Up to 15 characters                                               | 1000013323             | Per<br>Field Per<br>document | \$0.03                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Index field - type 1                          | 16-30 characters                                                  | 1000013325             | Per<br>Field Per<br>document | \$0.03                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Index field - type 1                          | 31-45 characters                                                  | 1000049217             | Per<br>Field Per<br>document | \$0.03                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Index field - type 2                          | Up to 15 characters                                               | 1000013324             | Per<br>Field Per<br>document | \$0.09                                   | 23.00%                                             | \$0.07                    |
| Document imaging | Index field - type 2                          | 16-30 characters                                                  | 1000013326             | Per<br>Field Per<br>document | \$0.18                                   | 23.00%                                             | \$0.14                    |
| Document imaging | Index field - type 2                          | 31-45 characters                                                  | 1000013328             | Per<br>Field Per<br>document | \$0.27                                   | 23.00%                                             | \$0.21                    |
| Document imaging | Searchable PDF documents                      | Scanned images with text portions                                 | 1000049211             | Per image                    | \$0.02                                   | 23.00%                                             | \$0.01                    |
| Document imaging | Special document handling                     | Special handling for fragile materials                            | 1000049220             | Per image                    | \$0.10                                   | 23.00%                                             | \$0.08                    |
| Document imaging | Capture from special formats                  | Drawings                                                          | 1000013343             | Per image                    | \$2.25                                   | 23.00%                                             | \$1.75                    |
| Document imaging | Enhancing images                              | Bit depth                                                         | 1000049214             | Per image                    | \$0.02                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Enhancing images                              | Resolution                                                        | 1000013307             | Per image                    | \$0.02                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Enhancing images                              | Tonal dynamic range                                               | 1000049216             | Per image                    | \$0.20                                   | 23.00%                                             | \$0.16                    |
| Document imaging | Enhancing images                              | Contrast                                                          | 1000049212             | Per image                    | \$0.02                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Enhancing images                              | Color space                                                       | 1000049215             | Per image                    | \$0.02                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Delivery media                                | CD                                                                | 1000013308             | Per disc                     | \$4.75                                   | 23.00%                                             | \$3.68                    |
| Document imaging | Delivery media                                | DVD                                                               | 1000013313             | Per disc                     | \$6.75                                   | 23.00%                                             | \$5.24                    |
| Document imaging | Delivery media                                | USB                                                               | 1000013315             | Per device                   | \$35.00                                  | 23.00%                                             | \$27.15                   |
| Document imaging | Delivery media                                | External hard drive                                               | 1000013314             | Per drive                    | \$150.00                                 | 23.00%                                             | \$116.37                  |
| Document imaging | Delivery media                                | Flash memory device                                               | 1000049213             | Per device                   | \$150.00                                 | 23.00%                                             | \$116.37                  |
| Document imaging | Delivery media                                | Microfilm (Digital Archive Writer)                                | 1000013276             | Per image                    | \$0.02                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Data exchange                                 | Compatible and secure electronic data exchange                    | 1000013287             | Per<br>gigabyte              | \$1.50                                   | 23.00%                                             | \$1.16                    |
| Document imaging | Services/solutions                            | Data entry                                                        | 1000013329             | Per hour                     | \$55.00                                  | 23.00%                                             | \$42.67                   |
| Document imaging | Services/solutions                            | Document preparation                                              | 1000013320             | Per hour                     | \$42.00                                  | 23.00%                                             | \$32.58                   |
| Document imaging | Services/solutions                            | Advanced document preparation                                     | 1000013317             | Per hour                     | \$55.00                                  | 23.00%                                             | \$42.67                   |
| Document imaging | Services/solutions                            | Re-preparation services/solutions                                 | 1000013322             | Per hour                     | \$42.00                                  | 23.00%                                             | \$32.58                   |
| Document imaging | Transportation of source material             | Transportation charge per round trip<br>(first 20 miles included) | 1000013293             | Per trip                     | \$100.00                                 | 23.00%                                             | \$77.58                   |
| Document imaging | Transportation of source material             | Transportation charge as mutually agreed<br>per customer          | 1000013290             | N/A                          | Per SOW                                  | 23.00%                                             | N/A                       |
| Document imaging | Transportation of source material             | Logistics preparation carrier charges for each<br>box in shipment | 1000013289             | Per box                      | \$3.50                                   | 23.00%                                             | \$2.72                    |
| Document imaging | Secure document destruction service/solutions | Paper destruction                                                 | 1000013292             | Per pound                    | \$0.21                                   | 23.00%                                             | \$0.16                    |
| Document imaging | Output file formatting                        | Image output in non-proprietary file formats                      | 1000013305             | Per image                    | \$0.03                                   | 23.00%                                             | \$0.02                    |
| Document imaging | Location of scanning                          | Performed at customer facility by<br>contractor's staff           | 1000013333             | Per image                    | \$0.08                                   | 23.00%                                             | \$0.06                    |
| Document imaging | Extended storage of source documents          | Storage and security levels as per<br>customer SOW                | 1000013349             | Per day,<br>per box          | \$0.05                                   | 23.00%                                             | \$0.04                    |