



The Document & Data Storage People

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Since 1987

Document Scanning Service FAQ | Questions about Document Scanning Services

If you're starting the process of looking for a Document Scanning Service Provider, you've likely got some questions about the process. Here you can find answers to some of those questions, but if you're still not finding the answers that you're looking for, [email us](mailto:imaging01@compustor.com.au) and we'll be glad to help. imaging01@compustor.com.au

What are Document Scanning Services?

Well, now that's a pretty good place to start! Compu-Stor's Document Scanning Services allow you to outsource the document imaging process to a third party. With Compu-Stor, we handle all of the document preparation, scanning, indexing, and quality control processes and deliver you back a series of images and text files that can be uploaded into your document imaging software. If you don't already have document imaging software, we can work with you to find the best solution to meet your needs, including document storage or images delivered back on fully searchable CD's or DVD's. Outsourcing is particularly useful to help address [Back Scanning Projects](#) and when you want to focus your team on revenue and value generating activities.

How much do Document Scanning Services Cost? What is the Price for Document Scanning?

We offer our services on a price per image basis. This price is inclusive of all of the functions related to converting your files. Typically our **document scanning price ranges between \$.07 to \$.15 per page**, but pricing is variable based on a number of different factors, including:

- Volume - The total number of pages, images, or documents that you need to have scanned.
- Document Preparation Difficulty - How many staples, tears, clips, etc. are in your files determine the Document Preparation Difficulty.
- Indexing Criteria - What keywords are required to be manually entered to allow you to find your images?
- Turnaround Time - How quickly the services need to be performed.

If you can provide a clear idea of these metrics, we can usually provide you with a pretty accurate price per image. Also, we always accept sample jobs so that we can both be more comfortable with the specific requirements of your job. Contact us for a [Quote on your Scanning Project](#) to find out more about this process.

Contact Compu-Stor on 1300 559 666