

# Guide Prices

Prices for our services will depend on a number of factors including, the quality of the documents, the quantity to be processed and the indexing requirements. We would be pleased to carry out a free survey of your paperwork to provide you with a detailed quotation.

As a guide, our prices will be based on the following:

Document Collection	Free of Charge†
Insertion into Storage	Free of Charge†
Removal from Storage To Our Despatch Area for Customer Collection	£1.00 per box
Delivery on Next Scheduled Collection Day	Free of Charge†
Next Day Delivery	Free of Charge†
Delivery within 4 hours	£30.00†
Archive Storage	29p per box per month
1 Hour Scan-on-Demand	£1.00 + 3.5p per page (Includes preparation)
Document Preparation for Scanning	£6.00 per 1000 pages
Document Scanning	From £20.00 per 1000 images
Document Indexing	10p per field entry
Drawing Scanning	50p each up to A0
Microfilming	From £15.00 per 1000 frames
Microfilm Scanning	5p per frame
Archive Boxes	£1.50 each
Confidential Destruction*	From £3.00 per sack
Verified CD	£25.00 each
Document Retrieval Software	Free Of Charge

\* Service includes supply of certificate of destruction.

†Please note that all collection and delivery prices are for collections/deliveries within our designated delivery areas. Please contact Rapide for further information.



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