

Duncan Digital Docs

E-Book #1

Table of Contents

1. Our Origins
2. Services & Prices
3. Examples of Projects
4. Questions & Answers
5. Testimonials
6. Contact Us

Founded from a family tragedy and fueled by a passion for information preservation, Duncan Digital Docs is a business created to help others bring their past to the future.

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Our Origins

From Rachel, the Founder

My great uncle Donald was a 15-year resident of his nursing home, and passed away due to COVID-19 in 2021. After his funeral, we discovered that he had kept his journals that he had faithfully written in every single day for over *two decades!*

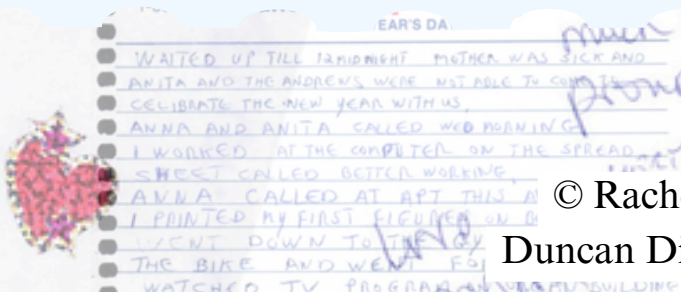
My grandmother (who planned to downsize) did not have room to keep any of it. She asked for my help. All I had was a scanner, time and patience, but that was all I needed. I was able to digitally preserve every single page of his journals and organize them by month and year. Now, my family and I have my Uncle Donald's memory preserved digitally forever.

And that's why we're here.

Holding such precious memories in my hands, I realized that so many other families need and would benefit from digital archiving, especially in the era of the Sandwich Generation. So many people are between multiple generations to take care of with no time to do it. Now, a solution is here for everyone. Every Duncan Digital Docs client is unique, like the history we carry within ourselves, and it all deserves to shine forever on its own.

Sincerely, Rachel Duncan

Owner & Founder of Duncan Digital Docs



very proud of you.

Services

Digital Archiving

Scan your photos, documents, slides, etc. Have your digital copies easily accessible wherever you go. Plus, protect your memories from mold, water damage, and accidents, or make room for downsizing.

Prices

Digital Archiving

Prices are the same for all types of items.

SMALL = \$1.25 each

LARGE = \$1.50 each

Save \$ when you scan more than 40 items.

Size Guide

Large photo: Bigger than 5x7/8x10"

Large page: Bigger than 8.5 x 11"

Administrative - \$25/hour

Fees include staple removal, indexing and sorting. No taxes or mandatory minimums.

Administrative - \$25/hour

- Journal & Diary Transcription
- Shredding
- CD Burning
- Slide Scanning
- Document Formatting
- Newsletter Writing
- Presentation Creation (Wedding, Birthdays, Funerals, etc.)
- Reporting/Live Typing
- Photo Organizing

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Examples of Projects

- ✓ Make a digital photo album of your family's best memories
- ✓ Clean out your filing cabinet full of paperwork
 - ✓ Organize your receipts for tax season
 - ✓ Preserve scrapbooks & childhood artwork
 - ✓ Save slides from your family vacation



*Have an idea of your own?
We can make it happen!*

One of our client's heartbreaking stories emphasizes the need to prepare for emergency. They came to us with the sole surviving scrapbook for their non-profit organization – their building had burned down, and along with it decades of their memories and materials.

It was our task to digitally duplicate the scrapbook without damaging it any further, and the finished product was an honour to witness.

The definition of digital archiving is making digital copies of whatever fits in a scanner.

Yet, it's not just for making a back-up copy to shred your paperwork you don't want to store anymore - it is dedicated to the **preservation of physical media**, which seems to be less valued.

With book burnings and censorship rampant in this hostile political climate, and natural disasters becoming more frequent and dangerous, our physical media and documents deserve to be protected.

Questions & Answers

Q. How long does this process take?

A. It depends on how many items you have, how big they are, and how long it takes to prepare them (staple removing, taping, etc.) Once we have all of the details of your order, then we can estimate how many hours it would take on a regular pace versus an expedited pace.

Q. Do you share my photos or documents?

A. Absolutely not. We will never share, copy, send or otherwise disseminate your photographs or materials to anyone else. Any samples seen on our socials or website are made and owned by us!

Q. Do you type in person live or from recordings?

A. Both! We have experience in court reporting and transcription, where we type live **and** from previously recorded material.

Q. What sets you apart from your competition?

A. What makes us different from competition (such as Staples) is our face-to-face, individualized customer service which cannot be found in retail (where you speak to a different person each time, perhaps even on the same day).

We don't provide empty promises or robotic trouble-shooting, while offering affordable and accessible services right to your door that is unlike any brick-and-mortar operation on the market.

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Testimonials

5

“She is incredibly skilled and went above and beyond to ensure that every precious memory was captured beautifully. If you’re looking for someone to help with digitizing your memories, look no further!”

★★★★★

"After working with Rachel it is clear she uses passion and expertise in every project. She communicates clearly and works quick and efficiently. She did a wonderful job in digitizing photos for my family, and we would not hesitate to work with her in the future."

★★★★★

“Duncan Digital Docs digitized photos and documents from a charitable organization of which I am a member. Rachel documented the work accurately, stayed within the budget we discussed, and maintained privacy protocols. I would recommend the company for future archiving projects. Thank you Rachel.”

★★★★★

Review us on
Google!

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