

Duncan Digital Docs

-Meet The Business-

DDDE-Book #1



DUNCAN DIGITAL DOCS
Make it last. Make it digital.

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Introduction

I've been writing for long as I can remember, and scanning memories since a personal tragedy struck my family during the height of the pandemic.

My uncle Donald was a long-term resident of his nursing home, and passed away due to Covid-19 back in 2021.

After his passing, 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.

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 chronologically.

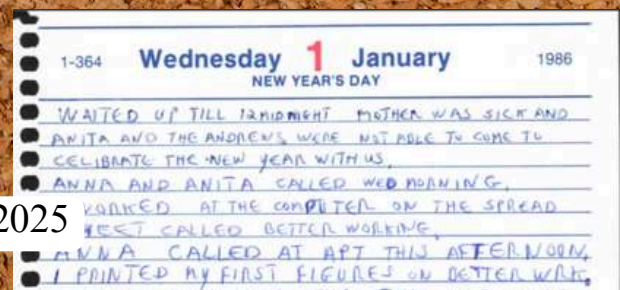


Now, my family and I have my Uncle Donald's memory preserved digitally forever.

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, with so many people 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



Services

Digital Archiving

Scan your photos, documents, and other materials, and keep the original. Have your digital copies easily accessible in your pocket for wherever you go.

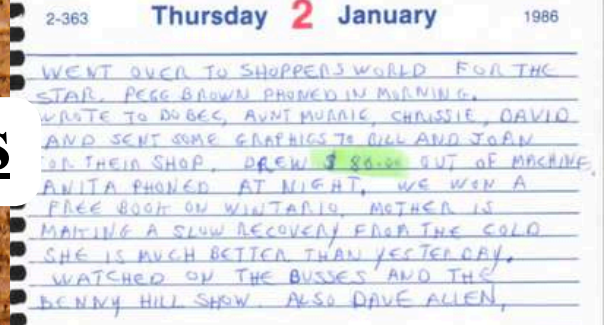
Protect your memories from mould, water damage, and accidents, or make room before downsizing.



Administrative

Data entry, typing, writing, formatting, slide scanning, converting/splitting files, CD burning.

Experienced transcriptionist at 70 words per minute.



Prices

Digital Archiving

Prices are the same for photos and documents.

SMALL = \$0.75 each

LARGE = \$1.25 each

More than 50 items = \$0.60/\$1.10

More than 100 items = \$0.50/\$1.00

Administrative - \$25/hour

Photo/Page Sizes:

Small photo: Less/equal to 5x7/8x10"

Large photo: Bigger than 5x7/8x10"

Small page: Less/equal to 8.5 x 11"

Large page: Bigger than 8.5 x 11"

Fees include staple removal, indexing and sorting.



Examples of Projects



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



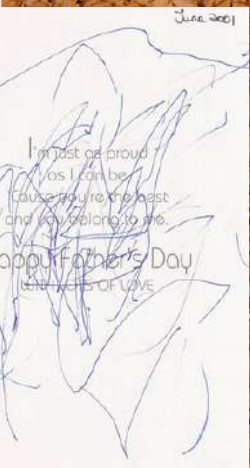
The definition of digital archiving is making digital copies of whatever fits in a scanner.

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 and less valued in today's time.

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.

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 in case of emergency.



Frequently Asked Questions



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 prep (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. As for administrative services, we type at 70 words per minute... time is on your side!

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 **ONLY** posted with the explicit, enthusiastic and written consent of their owners.

Q. Do you charge tax or hidden fees?

A. No, we do not charge any tax or hidden fees. We also have 0 mandatory minimums, unlike our competition.

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

A. Both! We have experience in court reporting and transcription, where we would type live **and** from previously recorded material. We have all the methods to match your needs, and at 70 words per minute.

Q. What sets you apart from your competition?

A. What makes DDD 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 now.





Testimonials

"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."

★★★★★

Future Plans

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Duncan Digital Docs is a brand-new business at less than two years old, but the future is bright! We plan to expand our business:

- Get a P.O. Box to expand our customer base to all of Canada
- Participate at more networking events/showcases with other small businesses
- Doing workshops to demonstrate our scanning method, and show house-bound folks how to do it on their own
- Add new services!

- Not only do we plan to expand our business, but there is also so much more that is coming down the pipeline.
- A digital gallery displaying original artwork and prints
- Publishing original works of fiction and essays
- More free e-books for our DDD customers

Thank you to everyone who has supported us!

Digital Archiving Tips

If you want to digitally archive or already have, here are some tips!



1. Put your U.S.B. in a safe, dry place. One splash of water, it's over!
2. Put your information on another device as soon as possible.

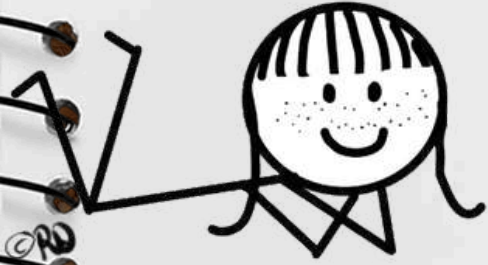
3. Upload your information to a cloud service, like with Microsoft or Google.
4. Get an external hard drive.

5. Put a password on your devices.
6. Don't go on suspicious websites.

7. Don't share your passwords with anyone, even that super rich oil tycoon that keeps texting you.
8. Keep your passwords varied and unique as possible .



Contact Information



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