

## SERVICES

### Digital Archiving

Scan your photos, documents, etc. for digital preservation

*Starting at \$1.25 per item.*

*Scan more than 40 items to save.*



**\$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

### Bundles - Starting at \$40 each

-Paperwork Package

-Photo Album Package

-Digital Instruction Pamphlet

-Recipe Booklet

-Sheet Music Book



“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!”



“Uses passion and expertise in every project... [C]ommunicates clearly and works quick and efficiently.”

# Duncan Digital Docs

**Scanning - Writing - Administration**  
*Serving the Hamilton & Halton Region*

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CENTENNIAL  
COLLEGE

of Achi  
**Court Transcription**  
Certificate of Qualification

## DETAILS

Large photo:  $\leq 5 \times 7/8 \times 10$ "

Large page:  $\leq 8.5 \times 11$ "

**Automatic & manual scanner available for large, delicate or bulky materials.**

Fees **include** staple removal, indexing and sorting.

We do not have mandatory minimums.

Long-term storage and travel for pick-up available.

## PRICES

### Digital Archiving:

*Prices are the same for photos and documents.*

**SMALL = \$1.25**

**LARGE = \$1.50**

*Save \$ when you scan 40+ items.*

### Other Services:

**\$25/hour**

**Free first consult**

Pick-up & drop off available for 63 cents/km

*Book online at*

***www.DuncanDigitalDocs.com***

*All social media images posted are our own and blurred per legislation and advertising regulations.*

### **Q. Do you share my materials?**

A. Duncan Digital Docs will **never** share, copy, send or otherwise disseminate your materials to anyone else or on social media. We are a sole proprietorship that provides strict confidentiality and one pair of eyes only on your materials at any time, which larger big-box companies cannot offer.

### **Q. Do you charge tax or hidden fees?**

A. No.



### **Q. How long does this process take?**

A. It depends on how many files you have, how big they are, and how long it takes to prepare (staple removing, taping). 10 pictures can take as little as half an hour!

