

Duncan Digital Docs

SERVICES & PRICES - 2026

No taxes or mandatory minimums.

SERVICE	PRICE
<p style="text-align: center;"><u>Photo and Document Scanning</u></p> <p>Whether downsizing, making a back-up copy or sharing your materials, scanning and organizing your items digitally prevents damage from mold and clears the paper clutter from your home.</p> <p style="text-align: center;"><u>BUNDLES</u></p> <p><input type="checkbox"/> Paperwork</p> <p>Any paperwork you have can be indexed, sorted and digitally preserved.</p> <p><input type="checkbox"/> Photo Albums</p> <p>Scan all of your family photos, organize them to make them easy to find, and keep them all in one place.</p> <p><input type="checkbox"/> Recipes</p> <p>Scan all of your family recipes - desserts and dinners alike.</p> <p><input type="checkbox"/> Instruction Manuals & Pamphlets</p> <p>Tired of hoarding all those instruction pamphlets you MIGHT need one day? Keep all the info and clear the clutter for easy access and storage.</p> <p><input type="checkbox"/> Sheet Music</p> <p>Got a bunch of carols you want in one place? Hate organizing your sheet music? Scan and make for easy access.</p>	<p style="text-align: center;"><u>Individual Prices:</u></p> <p>Small Item: \$1.25 Large item: \$1.75</p> <p style="text-align: center;"><u>Bundles</u></p> <p style="text-align: center;"><u>After 40 items - \$1 each*</u></p> <p>40 Items = \$40 - save \$10 50 Items = \$50 - save \$12.50 60 Items = \$60 - save \$15 70 Items = \$70 - save \$17.50</p> <p>*Bundles are for standard sized documents/photos (8x10/5x7 & 8.5x11"). Price increases if items are too large for standard equipment.</p> <p>All destapling, naming, etc. included no matter the dimensions.</p>

OTHER SERVICES - \$25/hour

Presentation Making - Weddings, Funerals, Birthdays, etc.

Unload the work and enjoy the festivities as we make your photo presentation for any occasion.

Diary/Journal Transcription

Under strict confidentiality, have diaries, journals and memoirs typed, scanned or dictated aloud. Experienced as former court reporter and court transcriptionist in Ontario. **70 words per minute.**

Document Formatting

Format your newsletter or documents, split/merge your files, etc.

CD Burning

Keep your memories when you burn your CD's. *We do NOT burn/reproduce copyrighted material, such as The Lion King by Disney.*

Photo Organization - Digital or Physical

Too many photos to choose from? Have a hand to help sort them out, get rid of duplicates, and organize in a way that works for you.

Shredding

Confidential shredding made simple.

Live Note Typing/Reporting

With experience as a Court Reporter for the Ministry of Attorney General, we accurately transcribe sensitive, private materials to bring your notes or spoken stories to life. **70 words per minute.**

For material drop-off and pick-up, we can pick up the materials at a location of your choice, or work remotely from your home/at a location of your choice.

Pick-up and drop-off is available in the Halton Region/Hamilton area. Mileage rates apply.