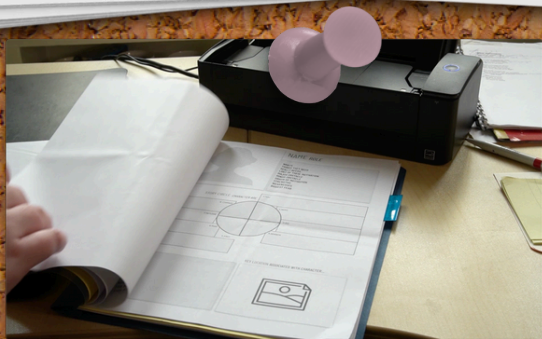


## Services

### Digital Archiving

Scan your photos, documents, and other materials, and keep the original.

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



### Administrative

Drafting, writing, newsletter formatting, data entry, converting/splitting files.

Experienced transcriptionist at  
**70 words per minute.**

## Testimonials

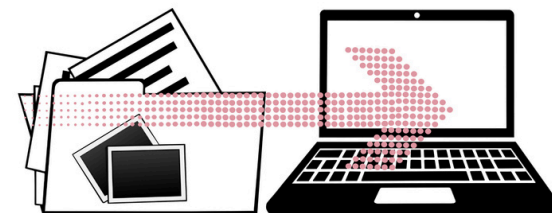
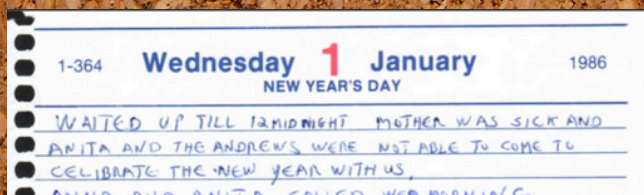
"She is incredibly skilled and went above and beyond to ensure that every precious memory was captured beautifully.

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."

★★★★★



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## Details

### Photo/Page Sizes:

Small Photo: Less or equal to  
5x7/8x10"

Large photo: Bigger than  
5x7/8x10"

Small page: Smaller or equal to  
8.5 x 11"

Large page: Bigger than  
8.5 x 11"

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

We do **NOT** charge hidden fees  
or have mandatory minimums.

USB Drives = \$10 each

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

## 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**

Pick-up/drop off available in the  
Greater Toronto Area.

**FREE first consult.**

References available upon  
request.

**Q. Do you share my photos or  
documents?**

A. Duncan Digital Docs will never  
share, copy, send or otherwise  
disseminate your photographs or  
materials to anyone else. Any images on  
our social media have been posted with  
the explicit and written consent of their  
respective owners.

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

A. No, we do not.



**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, size). Once we have all of the  
details of your order, then we can  
estimate how long it would take.  
Scanning 10 photos can take as little  
as 10 minutes.