

Duncan Digital Docs

SERVICES & PRICES - 2026

No taxes or mandatory minimums.

SERVICE	PRICE
<u>Photo and Document Scanning</u> 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. <u>BUNDLES</u> <u>Paperwork</u> Any paperwork you have can be indexed, sorted and digitally preserved. <u>Photo Albums</u> Scan all of your family photos, organize them to make them easy to find, and keep them all in one place. <u>Recipes</u> Scan all of your family recipes - desserts and dinners alike. <u>Instruction Manuals & Pamphlets</u> 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. <u>Sheet Music</u> Got a bunch of carols you want in one place? Hate organizing your sheet music? Scan and make for easy access.	<u>Individual Prices:</u> Small Item: \$1.25 Large item: \$1.75 <u>Bundles</u> <u>After 40 items - \$1 each*</u> 40 Items = \$40 - save \$10 50 Items = \$50 - save \$12.50 60 Items = \$60 - save \$15 70 Items = \$70 - save \$17.50 *Bundles are for standard sized documents/photos (8x10/5x7 & 8.5x11"). Price increases if items are too large for standard equipment. All destapling, naming, etc. included no matter the dimensions.

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.

☐ **Script Writing**

Have your script typed or formatted at industry standard. **70 words per minute.**

☐ **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 copywritten 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/drop-off available in Halton/Hamilton. Mileage rates apply.

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