

**GENERAL SERVICES ADMINISTRATION**

**FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The Internet address of *GSA Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).



***Your Reliable Source for Litigation Support Services, High-Volume Digital Printing  
and Digital Forensics - Copying, Scanning and Electronic Discovery  
Color and B&W Books, Booklets, Brochures, Promotional and Training Materials***

Schedule Number	<b>36 (Solicitation 3FNJ-C1-00-0001-B Refresh34 (4/29/2015))</b>
Schedule Name	<b>Office, Imaging and Document Solutions</b>
Federal Supply Group	<b>36</b>
SIN(s)	<b>51-506 – Document Conversion Services 51-508 – Litigation Support Services (LSS)</b>
Contract Number	<b>GS-03F-0068X</b>
Modification No.	<b>N/A</b>
Contract Period	<b>February 1, 2016 through January 31, 2021</b>
Contractor	<b>Capitol Digital Document Solutions 555 Capitol Mall, Suite 235 Sacramento, CA 95814</b>
Point of Contact	<b>Tristan Hopkins</b>
Email	<b><a href="mailto:contracts@capitol-digital.com">contracts@capitol-digital.com</a></b>
Telephone	<b>916-449-2820</b>
Fax	<b>916-449-2821</b>
Website	<b><a href="http://www.capitol-digital.com">www.capitol-digital.com</a></b>
Business size	<b>Small</b>

## About Capitol Digital Document Solutions

Leading law firms, corporations and government agencies rely on Capitol Digital Document Solutions to provide expert litigation support and digital printing services. Our litigation support services include electronic evidence processing, scanning, photocopying, indexing and hosting services needed to support litigation production requirements. Whether copying a small job or processing terabytes of electronic data into a repository, and whether we are working for a local law firm or a multi-national corporation, we deliver quality work, on time and within budget. We work with our clients to understand and meet their needs. Capitol's reputation and stability have been built on a foundation of "quality first" processes, state-of-the art technology, and superior staff and management. We confidently stand behind our work. Our philosophy is simple: Capitol will deliver your job to specifications and on time.

## Customer Information

### 1a. Awarded SINs **51-506 – Document Conversion Services**

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

### **51-508 – Litigation Support Services (LSS)**

Litigation Support Services encompasses a wide range of services that aid attorneys and other professional staff members in the task of obtaining, organizing, analyzing and presenting evidence or materials for trials, judgments, lawsuits, settlements or other legal matters. Through the use of reproduction equipment, computer data processing, image management, geographical information systems and other technologies, litigation materials are effectively organized to enable rapid location by an agency's staff. The contractor shall provide all personnel, equipment and supplies for the performance of litigation support services (LSS).

- |                             |   |
|-----------------------------|---|
| 1b. Lowest Priced Services  | <b>Electronic Endorsement - \$ 0.01</b><br><b>Branding/Endorsing Number - \$ 0.01</b><br><b>Branding/Endorsing Text - \$ 0.01</b><br><b>Import Images - \$ 0.01</b> |
| 2. Maximum Order            | <b>\$1,000,000</b>  |
| 3. Minimum Order            | <b>\$100</b>  |
| 4. Scope of Delivery        | <b>Nationwide / International via common carrier: FOB Sacramento, CA USA</b>  |
| 5. Point of Production      | <b>Sacramento, CA USA</b>   |
| 6. Discounts                | <b>Basic discount 2% before IFF</b>   |
| 7. Quantity Discounts       | <b>None</b>   |
| 8. Prompt Payment           | <b>None, Net 30 Days</b>  |
| 9. Government Purchase Card | <b>Government Purchase Cards accepted (at, above, or below micro-purchase threshold)</b>  |
| 10. Foreign Items           | <b>None</b>   |
| 11. Delivery Time           | <b>30 Days ARO, unless otherwise specified in work order</b>  |
| 12. FOB:                    | <b>Receive FOB Origin, unless otherwise specified in work order</b>   |

13. Ordering Address                    **Capitol Digital Document Solutions**  
**555 Capitol Mall, Suite 235**  
**Sacramento, CA 95814**  
**916-449-2820**  
**916-449-2821 (fax)**  
[www.capitol-digital.com](http://www.capitol-digital.com)  
[contracts@capitol-digital.com](mailto:contracts@capitol-digital.com)
- Ordering Procedures:                **Ordering procedures for supplies and services and information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA website (<http://www.gsa.gov/portal/content/197989>)**
14. Payment Address                    **Capitol Digital Document Solutions**  
**555 Capitol Mall, Suite 235**  
**Sacramento, CA 95814**  
**916-449-2820**  
**916-449-2821 (fax)**  
[www.capitol-digital.com](http://www.capitol-digital.com)  
[contracts@capitol-digital.com](mailto:contracts@capitol-digital.com)
15. Warranty                                **No cost correction of Contractor errors if notified within 30 days following delivery of services (standard commercial warranty)**
16. Export Packing Charges, if applicable        **N/A**
17. Terms and conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level):                                **N/A**
18. Terms and conditions of rental, maintenance, and repair (if applicable):        **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):                                **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable):                                **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable):        **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):                                **N/A**
- 24b. Section 508 Compliance for EIT:    **N/A**
25. DUNS Number:                        **807680421**
26. CCR Registration:                    **Yes (Cage: 5JF54)**

Item Name	Item Description	Unit	Price To GSA w/o IFF	Price To GSA w/IFF
<b>Digital Scanning</b>				
B&W - Grade A (Autofeed)	Straight run imaging - one-size; no staples, clips, other bindings	per image	\$ 0.098	\$ 0.10
B&W - Grade B (Light Litigation)	Light litigation imaging - one-size; few staples, clips, other bindings	per image	\$ 0.123	\$ 0.12
B&W - Grade C (Medium Litigation)	Medium litigation imaging - medium staples, clips, other bindings, some folders	per image	\$ 0.147	\$ 0.15
B&W - Grade D (Heavy Litigation)	Heavy litigation - heavy staples, clips, folders, permanent bindings	per image	\$ 0.181	\$ 0.18
B&W - Grade E (Glasswork)	Mixed glasswork - much cannot be auto-fed and requires hand placement	per image	\$ 0.245	\$ 0.25
B&W - Grade EE (Extremely difficult docs)	Glasswork - nearly all work requires hand placement	per image	\$ 0.343	\$ 0.35
B&W - 11 x 17	Ledger sized paper - equivalent to medium litigation	per image	\$ 0.343	\$ 0.35
B&W Oversized	O/S sheets larger than 11" x 17"	per sq. ft.	\$ 0.97	\$ 0.98
B&W Oversize - large quantities	O/S sheets up to 2'x3', in groups of more than 25	per sheet	\$ 3.92	\$ 3.95
B&W Oversize - large quantities	O/S sheets larger than 2'x3', in groups of more than 25	per sheet	\$ 7.84	\$ 7.90
Color Letter	Letter-sized color imaging	per image	\$ 0.97	\$ 0.98
Color Legal	Legal-sized color imaging	per image	\$ 0.97	\$ 0.98
Color 11 x 17	Ledger-sized color imaging	per image	\$ 1.94	\$ 1.96
Color Oversize	O/S color imaging	per sq. ft.	\$ 2.94	\$ 2.96
<b>Photocopying</b>				
B&W - Grade A (Autofeed)	Straight run copying - one-size; no staples, clips or other bindings	per side	\$ 0.078	\$ 0.08
B&W - Grade B (Light Litigation)	Light litigation copying - one-size; few staples, clips and other bindings	per side	\$ 0.123	\$ 0.12
B&W - Grade C (Medium Litigation)	Medium litigation copying - moderate staples, clips and other bindings, some folders	per side	\$ 0.147	\$ 0.15
B&W - Grade D (Heavy Litigation)	Heavy litigation - heavy staples, clips, folders, permanent bindings	per side	\$ 0.181	\$ 0.18
B&W - Grade E (Glasswork)	Mixed glasswork - much cannot be auto-fed and requires hand placement	per side	\$ 0.245	\$ 0.25
B&W - Grade EE (Extremely difficult docs)	Glasswork - nearly all work requires hand placement	per side	\$ 0.343	\$ 0.35
B&W - 11x17	Ledger-sized copies	per side	\$ 0.343	\$ 0.35
B&W - Oversized	B&W oversized copies	per sq. ft.	\$ 0.97	\$ 0.98
B&W - Oversized - Small Sheet	O/S sheets up to 2' x 3', in groups of more than 25	per sheet	\$ 3.92	\$ 3.95
B&W - Oversized - Large Sheet	O/S sheets larger than 2' x 3', in groups of more than 25	per sheet	\$ 7.84	\$ 7.90

B&W - Enlargement	B/W enlargement	per sq. ft.	\$ 0.97	\$ 0.98
Color - 8 1/2 x 11" or 8 1/2" x 14"	Color copies, letter or legal size	per side	\$ 0.97	\$ 0.98
Color - 11 x 17"	Color copies. ledger size	per side	\$ 1.94	\$ 1.96
Color - Enlargement	Color enlargement	per sq. ft.	\$ 9.80	\$ 9.87
Color - Oversized	Color oversized copies	per sq. ft.	\$ 9.80	\$ 9.87
Color - Oversized - Small Sheet	Color oversized copies up to 2'x3', in groups of more than 25	per sheet	\$ 39.20	\$ 39.50
Color - Oversized - Large Sheet	Color oversized copies larger than 2'x3', in groups of more than 25	per sheet	\$ 78.40	\$ 78.99
Hand Label - text or Bates numbers	Hand-place labels with text message or numbers on originals or copies	per label	\$ 0.069	\$ 0.07
Mailers	Copying mailers	per side	\$ 0.098	\$ 0.10
Slipsheets	Inserting slipsheets - additional charge per page for slip-sheeted range	Surcharge	\$ 0.02	\$ 0.02
Tabs - 1 ~ 500	Inserting index tabs 1 ~ 500	per tab	\$ 0.245	\$ 0.25
Tabs - Alpha	Inserting alphanumeric index or exhibit tabs	per tab	\$ 0.294	\$ 0.30
Tabs - Custom	Creating and inserting custom index tabs	per tab	\$ 0.49	\$ 0.49

### On-site Scanning and Copying

Copying B&W	On-site photocopying B&W, letter or legal	per side	\$ 0.245	\$ 0.25
Copying B&W 11x17	On-site photocopying B&W, ledger	per side	\$ 0.343	\$ 0.35
Copying B&W Glasswork	On-site photocopying B&W, hand placement	per side	\$ 0.98	\$ 0.99
Copying Color	On-site photocopying color, letter or legal	per side	\$ 0.98	\$ 0.99
Copying Color 11x17	On-site photocopying color, ledger	per side	\$ 1.96	\$ 1.97
Copying Color Glasswork	On-site photocopying color, hand placement	per side	\$ 2.94	\$ 2.96
Scanning B&W	On-site scanning B&W on-site, letter or legal	per image	\$ 0.245	\$ 0.25
Scanning B&W 11x17	On-site scanning B&W 11x17 on site, ledger	per image	\$ 0.343	\$ 0.35
Scanning B&W Glasswork	On-site scanning B&W 11x17 on site, glasswork	per image	\$ 0.98	\$ 0.99
Scanning Color	On-site scanning color on-site	per image	\$ 0.98	\$ 0.99
Scanning Color 11x17	Scanning color 11 x 17 on site - per page	per image	\$ 1.96	\$ 1.97
Scanning Color Glasswork	On-site scanning of logbooks, other extensive docs - per image	per image	\$ 0.49	\$ 0.49
Duplicating CD / DVD	Duplicating CD / DVD on-site	per disc	\$ 9.80	\$ 9.87
File Level Coding at Scan Time	Capturing file names in data fields on site	per entry	\$ 0.98	\$ 0.99
Production Specialist: Drive & Wait Time	Time spent driving to job site outside the metropolitan area or for waiting for document availability while on site - per person	per person-hr	\$ 24.50	\$ 24.69
Production Specialist: On-site Production Labor	On-site labor during production - per person	per person-hr	\$ 24.50	\$ 24.69

Machine Set-up	On-site equipment set-up charge	per machine	\$ 147.00	\$ 148.11
<b>Electronic Data Discovery (EDD)</b>				
Cull Data to Reduce EDD Volume and Identify Responsive Data	Load, de-duplicate, and de-NIST compressed files; conduct up to 5 rounds of key-word searching, date filtering, and file type filtering	per GB received	\$ 588.00	\$ 592.44
Option A: Process Responsive Data for Native File Review	Process responsive data from culling for native file review; includes extracted text, metadata, links to native files, source data, and load files	per extracted GB	\$ 686.00	\$ 691.18
Option B: Process Responsive Data for TIFF Image Review - per Gigabyte	Process responsive data from culling for TIFF image review; includes extracted text, metadata, source data, TIFF images and load files	per extracted GB	\$ 980.00	\$ 987.41
Option C: Process Responsive Data for TIFF Image Review - per TIFF image	Process responsive data from culling for TIFF image review; includes extracted text, metadata, source data, TIFF images and load files	per image	\$ 0.078	\$ 0.08
Electronic Endorsement	Endorse Bates number or text string onto images	per endorsement	\$ 0.01	\$ 0.01
External Hard Drives	Load deliverables to hard drive for delivery (includes hard drive up to 500 GB)	per hard drive	\$ 343.00	\$ 345.59
OCR Processing	Convert image files to searchable text	per image	\$ 0.029	\$ 0.03
<b>Coding / Indexing</b>				
Logical Document Determination	Identify document boundaries based on logical start and end points	per page	\$ 0.059	\$ 0.06
Custom File Renaming	Naming files at scan time to match complex specifications	per file	\$ 0.98	\$ 0.99
File-Level Coding	Assigning simple informational names to electronic files at or after scan time	per file	\$ 0.98	\$ 0.99
Coding at Scan Time	Single field coding at scan time	per document-field	\$ 0.245	\$ 0.25
Domestic Coding - Bibliographic	Domestic bibliographic coding - BID, EID, date, author, recipient, verbatim title	per document	\$ 1.078	\$ 1.09
Domestic Coding - Additional Text Field	Domestic coding of text field, each additional field	per document	\$ 0.49	\$ 0.49
Offshore Coding - Bibliographic	Offshore bibliographic coding - BID, EID, date, author, recipient, verbatim title	per document	\$ 0.637	\$ 0.64
Offshore Coding - Date Field	Offshore coding of date formatted field	per document	\$ 0.118	\$ 0.12
Offshore Coding - Additional Text Field	Offshore coding of text field, each additional field	per document	\$ 0.245	\$ 0.25
Offshore Coding - Additional Simple Field	Offshore verbatim coding of "yes/no" or "number" fields	per document	\$ 0.088	\$ 0.09
<b>Legal Prints / Blowbacks</b>				
B&W	B&W prints, letter or legal size, without slipsheets	per page	\$ 0.078	\$ 0.08
B&W 11x17	B&W prints, ledger size, without slipsheets	per page	\$ 0.176	\$ 0.18
B&W Oversize	B&W prints larger than ledger size	per sq. ft.	\$ 0.97	\$ 0.98
Color	Color prints, letter or legal size, without slipsheets	per page	\$ 0.98	\$ 0.99
Color 11x17	Color prints, ledger size, without slipsheets	per page	\$ 1.94	\$ 1.96
Color Oversize	Color oversized prints	per sq. ft.	\$ 9.80	\$ 9.87

Print with Slipsheets	Inserting slipsheets - additional charge per page for slip-sheeted range	Surcharge	\$ 0.02	\$ 0.02
Tabs - 1 ~ 500	Inserting index tabs 1 ~ 500	per tab	\$ 0.245	\$ 0.25
Tabs - Alpha	Inserting alphanumeric index or exhibit tabs	per tab	\$ 0.245	\$ 0.25
Tabs - Custom	Creating and inserting custom index tabs	per tab	\$ 0.49	\$ 0.49
<b>Digital Printing</b>				
Business Cards / 500	Business Cards	per 500 cards	\$ 58.80	\$ 59.24
BW 8.5x11	BW printing 8.5" x 11"	per impression	\$ 0.059	\$ 0.06
BW 8.5x14	BW printing 8.5" x 14"	per impression	\$ 0.069	\$ 0.07
BW 9x11	BW printing 9" x 11"	per impression	\$ 0.078	\$ 0.08
BW 9x12	BW printing 9" x 12"	per impression	\$ 0.078	\$ 0.08
BW 11x17	BW printing 11" x 17"	per impression	\$ 0.118	\$ 0.12
BW 12x18	BW printing 12" x 18"	per impression	\$ 0.382	\$ 0.39
BW volume 8.5x11 - 1 to 500	BW printing 8.5" x 11"	per impression	\$ 0.059	\$ 0.06
BW volume 8.5x11 - 501 to 3,000	BW printing 8.5" x 11"	per impression	\$ 0.049	\$ 0.05
BW volume 8.5x11 - 3,001 to 7,500	BW printing 8.5" x 11"	per impression	\$ 0.039	\$ 0.04
BW volume 8.5x11 - 7,501 to 50,000	BW printing 8.5" x 11"	per impression	\$ 0.029	\$ 0.03
BW volume 8.5x11 - 50,001 to 100,000	BW printing 8.5" x 11"	per impression	\$ 0.02	\$ 0.02
Color 8.5 x 11	Color images 8.5" x 11"	per impression	\$ 0.637	\$ 0.64
Color 8.5 x 14	Color images 8.5" x 14"	per impression	\$ 0.676	\$ 0.68
Color 9 x 12	Color images 9" x 12"	per impression	\$ 0.676	\$ 0.68
Color 11 x 17	Color images 11" x 17"	per impression	\$ 0.97	\$ 0.98
Color 12 x 18	Color images 12" x 18"	per impression	\$ 0.97	\$ 0.98
Labels	Print labels - per sheet	per sheet	\$ 0.49	\$ 0.49
Labels - 4-up	Print 5" x 3.5", 4-up labels	per sheet	\$ 0.49	\$ 0.49
Labels - Affix CD Label	Affix CD labels	per label	\$ 0.078	\$ 0.08
NCR - 2 Part	Print and create 2 Part NCR	per set	\$ 0.245	\$ 0.25
NCR - 3 Part	Print and create 3 Part NCR	per set	\$ 0.294	\$ 0.30
NCR - 4 Part	Print and create 4 Part NCR	per set	\$ 0.441	\$ 0.44
Electronic Page Numbering	Apply page numbers electronically	per label	\$ 0.01	\$ 0.01
Manual Page Numbering	Manually apply page numbers on physical labels	per label	\$ 0.069	\$ 0.07
Posters	Print color posters	per sq. ft.	\$ 9.80	\$ 9.87
Saddle-stitch Booklets	Fold, stitch and trim booklets	per booklet	\$ 0.343	\$ 0.35

Scanning for Digital Print	Scanning from hardcopy original - no prep required	per page	\$ 0.078	\$ 0.08
Scoring	Score stock for folding	per score	\$ 0.098	\$ 0.10
Slip Sheet	Insert slip sheet	per sheet	\$ 0.078	\$ 0.08
Tab Insertion	Insert tabs	per tab	\$ 0.294	\$ 0.30
Typeset Tabs	Provide typeset tabs	per tab	\$ 0.98	\$ 0.99

### Other Litigation Imaging Services

Branding / Endorsing Number	Creating new image with a Bates number endorsed onto it	per image	\$ 0.0098	\$ 0.01
Branding / Endorsing Text	Creating a new image with text endorsed onto it (e.g., "Confidential")	per image	\$ 0.0098	\$ 0.01
Import Images	Import images from external sources for further processing	per image	\$ 0.0098	\$ 0.01
Image Conversion	Convert images from one format to another (TIFF, JPG, PDF, etc.)	per image	\$ 0.0196	\$ 0.02
Matching Bates Numbers	Match electronic Bates numbers found on originals	per page	\$ 0.0196	\$ 0.02
Optical Character Recognition	OCR conversion of images to text, PDF or TIFF images	per image	\$ 0.0294	\$ 0.03
Image Enlargement	Enlarging image from letter/legal/ledger to print oversized	per image	\$ 9.80	\$ 9.87
Oversized Reduction	Reduction of oversized image, based on original size	per sq. ft.	\$ 0.97	\$ 0.98
Creating Digital Folders	Creating electronic folders with custom names	per folder	\$ 1.47	\$ 1.48
Recreate Physical Folders	Creating physical folders with names to match labels and / or format	per folder	\$ 5.88	\$ 5.92
Microfilm / Microfiche Setup	Setup charge for microfilm or microfilm scanning	per case	\$ 294.00	\$ 296.22
Scan microfilm to TIFF	Scan microfilm to TIFF image	per image	\$ 0.147	\$ 0.15
Scan microfiche to TIFF	Scan microfiche to TIFF image	per image	\$ 0.147	\$ 0.15
X-Ray Scanning	Scanning X-rays	per image	\$ 19.60	\$ 19.75

### Miscellaneous Other Services

Custom Labeling & Stamping	Manually adding a text or number stamp or label	per page	\$ 0.07	\$ 0.07
Cut & Trim	Cutting to match size requirements	per cut	\$ 0.49	\$ 0.49
FTP or Email Transfer	File transfer via FTP or email	per transfer	\$ 9.80	\$ 9.87
X-Ray Duplication	Duplicate X-Rays on film	per sheet	\$ 34.30	\$ 34.56
Small Job Minimum	Minimum charge for small jobs	per job	\$ 24.50	\$ 24.69
Pick-up Fee	Pick up project materials (waived for local pickup of active jobs)	per trip	\$ 49.00	\$ 49.37

### Media Duplication

Audio/Video Tape Duplication	Duplicate audio or video tape	per tape	\$ 29.40	\$ 29.62
Audio/Video Tape Conversion	Convert audio or video tape (VHS only) to digital media	per tape	\$ 58.80	\$ 59.24
CD - Create Initial Master	Create master CD	per CD	\$ 24.50	\$ 24.69
CD - Duplication	Create duplicate CDs from master	per CD	\$ 14.70	\$ 14.81

DVD - Create Initial Master	Create master DVD	per DVD	\$ 44.10	\$ 44.43
DVD - Duplication	Create duplicate DVDs from master	per DVD	\$ 24.50	\$ 24.69
DVD - DL - Create Initial Master	Create master dual-layer DVD	per DVD - DL	\$ 88.20	\$ 88.87
DVD - DL - Duplication	Create duplicate dual-layer DVDs from master	per DVD - DL	\$ 49.00	\$ 49.37
Floppy Disk Duplication	Duplicate floppy disk from client source	per disc	\$ 34.30	\$ 34.56
Floppy Disk Conversion	Convert floppy disc to CD	per disc	\$ 24.50	\$ 24.69
Hard Drive	Create or duplicate data set on a hard drive for delivery (includes hard drive up to 500 GB)	per drive	\$ 343.00	\$ 345.59
Microcassette to CD/DVD	Convert microcassette to disc	per tape	\$ 58.80	\$ 59.24
Jewel Cases	Jewel Cases	per case	\$ 0.49	\$ 0.49

### Binding Services

Saddle-stitch Booklet	Fold and saddle-stitch booklets - per booklet	per booklet	\$ 0.343	\$ 0.35
Insert Special Pages Into Binders	Insert covers, text, tabs, spines, etc. into binders	per binder	\$ 0.49	\$ 0.49
De-bind	Cut and remove binding from finished materials	per binding	\$ 0.196	\$ 0.20
Rebind Original	Rebinding original documents into Acco, Depo, GBC or Velo bindings	per binding	\$ 1.715	\$ 1.73
Collating	Hand collating	per lift	\$ 0.078	\$ 0.08
Drilling - per inch	Drilling 2 or 3 holes (\$10 minimum)	per inch	\$ 0.49	\$ 0.49
Screw Post Binding (Chicago post)	Inserting screw posts to bind booklets or oversized tablets	per folder	\$ 2.94	\$ 2.96
Padding	Creating padded sheet sets (\$10 minimum)	per pad	\$ 0.98	\$ 0.99
Cutting - per cut	Cutting to size (500 pages max per cut - \$10 minimum)	per cut	\$ 0.49	\$ 0.49
Cutting and Drilling Combo	Cutting & drilling (500 pages max per item - \$10 minimum)	per item	\$ 0.98	\$ 0.99
Fold by Hand	Hand Fold	per fold	\$ 0.078	\$ 0.08
Fold by Hand 2nd Time	Fold 2nd time by hand	per fold	\$ 0.078	\$ 0.08
Fold by Machine	Half-folding, Letter-folding	per fold	\$ 0.02	\$ 0.02
Insert Disc and Parts to Cases	Insert disc, cover, notes, etc. into cases	per disc	\$ 0.49	\$ 0.49
Insert Disc to 3-Ring Sleeve Holder	Insert CDs/DVDs to 3-ring sleeve holders	per disc	\$ 0.059	\$ 0.06
Insert Discs to Poly Sleeve	Insert CDs/DVDs to poly sleeve	per disc	\$ 0.078	\$ 0.08
Label by hand	Apply labels by hand	per label	\$ 0.078	\$ 0.08
Perforating sheets	Perforating sheets	per perforation	\$ 0.039	\$ 0.04
Shrinkwrapping	Shrink-wrap individual packages or sets	per shrink-wrap	\$ 0.343	\$ 0.35
Stapling	Hand or machine staple - per staple	per staple	\$ 0.059	\$ 0.06
Tab Closure	Apply round tab to close/seal - per seal	per seal	\$ 0.078	\$ 0.08
Gromets	Inserting Grommets for Banners	per each	\$ 2.94	\$ 2.96

## Forensic Data Collection Services

Rush Fee	Fee added to accommodate rush on client request	per location	\$ 245.00	\$ 246.85
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## Document Depository Services

Create Item in Repository	Receive and up-load production set of images, native files, or media from client or client's vendor. Does not include scanning, EDD, OCR, or Bates labeling. If needed, these services are charged at rates applicable to normal litigation support services.	per item	\$ 196.00	\$ 197.48
Produce CD	Burn CD from Document Depository	per CD	\$ 24.50	\$ 24.69
Produce DVD	Burn DVD from Document Depository	per DVD	\$ 44.10	\$ 44.43
Produce Dual-layer DVD	Burn DL-DVD from Document Depository	per DL-DVD	\$ 88.20	\$ 88.87
Print Oversize B&W Hard-Copy	Print B&W Oversize Document from Depository	per sheet	\$ 4.90	\$ 4.94
Print Oversize Color Hard-Copy	Print Oversize Color Document from Depository	per sheet	\$ 58.80	\$ 59.24

## Hourly Service Rates

Binding Production Specialist	Rotate, modify, collate or format materials; 2 or 3 hole drilling	per hour	\$ 44.10	\$ 44.43
Forensic Data Collection Specialist - Expert Witness	Time spent preparing for and serving as an expert witness	per hour	\$ 343.00	\$ 345.59
Forensic Data Collection Specialist - Collection, Analysis, and Documentation	Travelling to collect data; collecting, examining, verifying, and analyzing data from collections; and preparing reports and declarations regarding ESI retrieved from forensic copies of hard drives or other storage devices	per hour	\$ 269.50	\$ 271.54
Senior Production Specialist	Technical time to create or modify specialized load file or client-provided materials (waived for active production jobs)	per hour	\$ 147.00	\$ 148.11
Miscellaneous Services Production Specialist	Labor for hourly mailing, delivery and other miscellaneous services	per hour	\$ 44.10	\$ 44.43
Digital Print Technician	Electronic job preparation: file conversions, digital layout, electronic paste-up; draft output for proof; convert media formats	per hour	\$ 73.50	\$ 74.06
Legal Prints / Blowback Production Specialist	Production labor required to rotate, modify or format materials	per hour	\$ 44.10	\$ 44.43
Production Indexing / Coding Specialist	Domestic objective or subjective coding, per hour	per hour	\$ 44.10	\$ 44.43
EDD Technical Specialist	Labor required to import complex data sets, analyze, process, filter, export digital deliverables, or manage data	per hour	\$ 147.00	\$ 148.11
Trial Presentation Production Technician	Providing production services in preparation for presentation: convert video tapes to DVD or MPEG file formats; duplicate video/audio tapes and files; export video to CD; layout and arrange image prints on mounting board; organize digital materials for use with trial presentation software	per hour	\$ 73.50	\$ 74.06

Senior Trial Presentation Specialist	Pre-trial and in-court trial case familiarization, presentation services and case management	per hour	\$ 245.00	\$ 246.85
Trial Presentation Specialist	Pre-trial and in-court trial case familiarization, presentation services and case management	per hour	\$ 171.50	\$ 172.80
Trial Presentation Equipment Technician	Courtroom AV/hardware: equipment procurement, in-court setup, equipment management	per hour	\$ 122.50	\$ 123.43
Trial Presentation Graphics Technician	Create demonstratives and graphics materials	per hour	\$ 122.50	\$ 123.43
Trial Presentation A/V Technician	Digitize audio or video files for use with trial presentation software; synchronize text to video; edit audio, video tape or MPEG files; convert MPEG 2, WMV, WAV and other media files to MPEG 1	per hour	\$ 122.50	\$ 123.43