



**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 for GSA Advantage! is: <http://www.gsaadvantage.gov>

**General Services Administration
Federal Supply Service
Office, Imaging and Document Schedule
FSC Group 36**

**CONTRACT NUMBER:
GS-03F-0149Y**

**Period Covered by Contract:
August 15, 2012 to August 14, 2017**

**Bright Star Scanning Services Corp.
550 Broad Street
Newark, New Jersey 07102-4531
Phone: 973-242-0977
Fax: 201-628-9434
<http://www.brightstaruniverse.com/>**

General Services Administration
Management Services Center Acquisition Division
Supplement # _____, dated _____.

**Business Size: Small
DUNS: 829504658**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

GSA AWARDED TERMS AND CONDITIONS
Bright Star Scanning Services Corp.

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

51-504 & 51-504 RC: Records Management Services
51-506 & 51-506 RC: Document Conversion Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

Please see attached pricelist for details

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

See attached job descriptions document for details

2. Maximum order.

\$1,000,000 per SIN

3. Minimum order.

\$100

4. Geographic coverage (delivery area).

Domestic and Overseas

5. Point(s) of production (city, county, and State or foreign country).

Bright Star Scanning Services Corp.
550 Broad Street
Newark, New Jersey 07102-4531

6. Discount from list prices or statement of net price.

Prices listed are GSA Net; Discount Deducted

7. Quantity discounts.

None

8. Prompt payment terms.

2.0%, 20 Days, Net 30

- 9a. Government purchase cards *are accepted* at or below the micro-purchase threshold.

- 9b. Government purchase cards *are not accepted* above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

Not Applicable

11a. Time of delivery.

The contractor shall deliver or perform services in accordance with the terms negotiated in the agency's Statement of Work (SOW).

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

Expedited delivery time is to be negotiated between Contractor and Ordering Agency

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

Overnight and 2-day delivery time is to be negotiated between Contractor and Ordering Agency

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

Urgent Requirements delivery time is to be negotiated between Contractor and Ordering Agency

12. F.O.B. point(s).

Destination

13a. Ordering address(es).

**Bright Star Scanning Services Corp.
550 Broad Street
Newark, New Jersey 07102-4531**

13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**

14. Payment address(es).

**Bright Star Scanning Services Corp.
550 Broad Street
Newark, New Jersey 07102-4531**

15. Warranty provision.

Guaranteed to the client/customer satisfaction

16. Export packing charges, if applicable.

Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

Bright Star Scanning Services Corp. will accept Government Purchase Cards for purchases below the micro-purchase threshold. (Additional 1.0% discount for use of GPC)

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable

19. Terms and conditions of installation (if applicable).

Not Applicable

20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

20b. Terms and conditions for any other services (if applicable)

Not Applicable

21. List of service and distribution points (if applicable).

Not Applicable

22. List of participating dealers (if applicable).

None

23. Preventive maintenance (if applicable).

Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

Not Applicable

25. Data Universal Number System (DUNS) number:

829504658

26. Notification regarding registration in Central Contractor Registration (CCR) database.

CAGE Code No. 5BL78 active in SAM



**Bright Star Scanning Services Corp.
GSA Awarded Labor Category Descriptions and Pricelist**

SIN#	POSITION	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
51-504 & 51-506	Document Inventory Specialist I	Collect, inventory and process files. Record information in manual and automated logs. Identify, organize, and label records. Remove documents from filing cabinets and places them in containers updating logs and container labels as required. Retrieve files and prepare them for transport. Place binders and books into containers. Able to lift boxes weighing 30 pounds.	High School Diploma	Requires completion of Bright Star training course or one (1) year of experience in document inventory and records management.
51-504 & 51-506	Document Inventory Specialist II	Collect, inventory and process files. Record information in manual and automated logs. Identifies, organizes, and labels records. Removes documents from filing cabinets and places them in containers updating logs and container labels as required. Retrieves files and prepares them for transport. Place binders and books into containers. Obtain the signatures from customer representative on all anomalies including damaged containers and documents. Ensure that documents collected agree with statement of work. Able to work with moldy documents, books with red rot, and old or delicate documents. Able to lift boxes weighing 30 pounds.	High School Diploma	Requires completion of Bright Star training course and 6 months of experience or two (2) years of experience in document inventory and records management.
51-504 & 51-506	Senior Document Inventory Specialist	Collect, inventory and process files. Record information in manual and automated logs. Identify, organize, and label records. Remove documents from filing cabinets and places them in containers updating logs and container labels as required. Retrieve files and prepares them for transport. Place binders and books into containers. Obtain the signatures from customer representative on all anomalies including damaged containers and documents. Ensure that documents be collected agree with statement of work. Able to work with moldy documents, books with red rot, and old or delicate documents. Complete manifest and ensure that customer countersigns document. Able to lift boxes weighing 30 pounds. If also a driver then they must have a driver's license and a driving license without repeated accidents and violations and is acceptable to the insurance company that insures the driver for this position.	High School Diploma	Requires completion of Bright Star training course and one (1) year of experience or three (3) years of experience in document inventory and records management.

51-504 & 51-506	Document Preparation Specialist I	Prepare documents for scanning including fastener removal, repair of minor damage and minor transcribing of information onto batch headers. Able to insert document separator sheets when there is an easily identifiable first page for each new document. Update container and batch logs.	High School Diploma	Requires completion of Bright Star training course or one (1) years of experience in document preparation.
51-504 & 51-506	Document Preparation Specialist II	Prepare documents for scanning including fastener removal, repair of minor damage and transcribing information onto batch headers from containers, binders or folders. Able to insert document separator sheets between new documents and able to distinguish between different types of documents. Able to identify scanner requirements such a duplex/simplex, paper sizes, and image quality issues. Update container and batch logs.	High School Diploma	Requires completion of Bright Star training course and 6 months experience or two (2) years of experience in document preparation.
51-504 & 51-506	Senior Document Preparation Specialist	Prepare documents for scanning including fastener removal, repair of minor damage and transcribing information onto batch headers from containers, binders or folders. Able to insert document separator sheets between new documents and able to distinguish between different types of documents. Able to identify missing forms and pages and take appropriate action. Able to identify scanner requirements such a duplex/simplex, paper sizes, and image quality issues. Update container and batch logs. Able to coordinate the activities of up to five document preparation specialists, assist them in handling anomalies and monitor performance. Work with project manager to optimize process for greatest throughput and accuracy.	High School Diploma	Requires completion of Bright Star training course and 1 year experience or three (3) years of experience in document preparation.
51-504 & 51-506	Document Scanning Specialist I	Operate scanning equipment to perform efficient storage and retrieval of records, documents, and drawings by means of image process in bitonal mode with minor image enhancement adjustments. Able to operate standard high-speed and flatbed scanners. Store scanned images within document management system file structure and ensures scan settings are as defined by the batch header.	High School Diploma	Requires completion of Bright Star training course or one (1) year of experience in document scanning.
51-504 & 51-506	Document Scanning Specialist II	Operate scanning equipment to perform efficient storage and retrieval of records, documents, and drawings by means of image process in bitonal mode including on-the-fly image enhancement adjustments. Able to operate standard high-speed, flatbed, oversized and book scanners. Store scanned images within document management system file structure and ensures scan settings are as defined by the batch header.	High School Diploma	Requires completion of Bright Star training course and six months experience or two (2) years of experience in document scanning.

51-504 & 51-506	Senior Document Scanning Specialist	Operate scanning equipment to perform efficient storage and retrieval of records, documents, and drawings by means of image process in bitonal, gray scale or color mode including on-the-fly image enhancement adjustments. Able to operate standard high-speed, flatbed, oversized and book scanners. Understands image storage formats and OCR/ICR engine usage. Store scanned images within document management system file structure and ensures scan settings are as defined by the batch header. Work with project manager to optimize process for greatest throughput and accuracy.	High School Diploma	Requires completion of Bright Star training course and 1 years experience or three (3) years of experience in document scanning.
51-504 & 51-506	Document Indexing Specialist I	Review scanned documents. Ensures 100% page verification for images scanned on a high-speed scanner. Add simple index information to documents such as folder name, volume and document number. Index information is on first page of document in a predefined position. Information is typed, not handwritten. Information is cross checked against customer supplied list of values.	High School Diploma	Requires completion of Bright Star training course or one (1) year of experience in document indexing or data entry.
51-504 & 51-506	Document Indexing Specialist II	Review scanned documents. Ensure 100% page verification for images scanned on a high-speed scanner. Add index information to documents such as folder name, volume and document number. Index information is in predefined position but can be on any page in document. If requested can assign a document type, check for missing pages, and delete duplicate images. Information can be typed or handwritten. Information can be cross checked against customer supplied list of values or built as part of the indexing process. Can insert duplicate references to the same document when requested by customer.	High School Diploma	Requires completion of Bright Star training course and six months experience or two (2) years of experience in document indexing or data entry.
51-504 & 51-506	Senior Document Indexing Specialist	Review scanned documents. Ensure 100% page verification for images scanned on a high-speed scanner. Add index information to documents such as folder name, volume and document number. Index information can be taken from predefined fields or extracted from reading text. If requested can assign a document type, check for missing pages, and delete duplicate images. Information can be typed or handwritten. Information can be cross checked against customer supplied list of values or can be built as part of the indexing process. Duties also include import and compare customer supplied lists against indexes and prepare a report showing anomalies. Inserts duplicate references to the same document when requested by customer. Reviews the work of other indexing specialist and correct errors.	High School Diploma	Requires completion of Bright Star training course and 1 year experience or three (3) years of experience in document indexing or data entry.

51-504 & 51-506	Project Manager I	Assist higher level project manager in directing the project life cycle by coordinating development of comprehensive project plans to include both long and short-range goals and milestones. Coordinate with document preparation, scanning, document indexing and document inventory to ensure that project is on schedule and within budget. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Interface with external customer communicating status of project throughout life cycle and informing customer of any issues in a timely manner.	Bachelor's degree in appropriate discipline	Two (2) years of project management experience.
51-504 & 51-506	Project Manager II	Manage small projects or assists higher level project manager in directing larger projects by coordinating development of comprehensive project plans to include both long and short-range goals and milestones. Coordinate with document preparation, scanning, document indexing and document inventory to ensure that project is on schedule and within budget. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Interface with external customer communicating status of project throughout life cycle and informing customer of any issues in a timely manner. Assist in collecting initial customer requirements and defining project.	Bachelor's degree in appropriate discipline	Three (3) years of related experience.
51-504 & 51-506	Senior Project Manager	Manage medium sized projects or assist higher level project manager in directing larger projects by coordinating development of comprehensive project plans to include both long and short-range goals and milestones. Coordinate with document preparation, scanning, document indexing and document inventory to ensure that project is on schedule and within budget. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Interface with external customer communicating status of project throughout life cycle and informing customer of any issues in a timely manner. Work with customer to define project requirements, business objectives, statement of work and project plan.	Bachelor's degree in appropriate discipline	Five (5) years of related experience.

51-504 & 51-506	Project Director	Responsible for the performance of a relatively significant project or multiple smaller projects in accordance with contract requirements and company policies, procedures and guidelines. Oversee all aspects of a project including coordinating resources, project scheduling and capacity planning. Direct a virtual project team including document preparation, scanning, document indexing and document inventory, monitoring and encouraging functional organizations to complete milestones within budget and schedule. Work with customer to define project requirements, business objectives, statement of work and project plan. Work with customer to produce project estimates and change requests.	Bachelor's degree in appropriate discipline	Ten (10) years of related (technical environment) experience including eight (8) years of related management experience.
51-504 & 51-506	Media Creation Specialist	Responsible for creation of master and duplicate sets of customer's images and indexes. Understands retention requirements and media longevity expectations. When creating sets of media, such as DVD or CD, is responsible for ensuring that each CD/DVD is assigned a unique tracking number and to maintain logs of what was sent to whom, for what purpose on what date. Can export data to a number of formats as specified in the statement of work. Can also create ASCII delimited text files and MS Excel spreadsheets of index information or quality control tracking logs. Fully fluent in MS Office, SQL, record types, file formats and media types.	Bachelor's degree in appropriate discipline	Two (2) years of related experience.
51-504 & 51-506	Database Specialist I	Responsible for working with customer information technology department to understand required data formats. Responsible for using standard database manipulation tools to convert images and indexes into the format required by the customer. Also works with customers to extract lists and indexes from existing in-house data sources to improve indexing accuracy. This individual combines expertise in database design and knowledge of document management systems.	Associates Degree	Five (5) years of database management experience with two years of experience with document management systems.
51-504 & 51-506	Database Specialist II	Responsible for working with customer information technology department to understand required data formats. Responsible for using standard database manipulation tools to convert images and indexes into the format required by the customer. Work with the customer to extract lists and indexes from existing in-house data sources to improve indexing accuracy. Work with customer to advise on optimal schemas and structures to ensure speed of access. Assist customer in developing back-up procedures and disaster recovery strategies and plans. This individual combines significant and far-reaching expertise in database design, software engineering, and process modeling to architect complex, enterprise-wide information systems.	Associates Degree	Twelve (12) years of database management experience with seven years related experience, seven (7) years of software design with five years related experience, and three (3) years of information systems design with document management systems.

51-504 & 51-506	Application Specialist I	Assist in the development of custom web sites, which will attract and be appealing to users, and provides access to desired information. Assist customer in developing strategies for integrating in-house legacy applications with indexed images and document management systems. Must possess a thorough knowledge of programming and server software operations. Understands document management systems and interface strategies. Create Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible.	Bachelor's degree in Computer Science or related field	One (1) year of related work experience.
51-504 & 51-506	Application Specialist II	Assist in developing custom web sites, which will attract and be appealing to users, and provides access to desired information. Assist customer in developing strategies for integrating in-house legacy applications with indexed images and document management systems. Must possess a thorough knowledge of programming and server software operations. Understands document management systems and interface strategies. Create Web front-end user interface to new or existing databases using a combination of HTML, SQL, C, VB or other languages to make business applications accessible. Able to develop system for uninterrupted 24 x 7 operations with full redundancy.	Bachelor's degree in Computer Science or related field	Five (5) years of related work experience.
51-504 & 51-506	Documentation Writer	Responsible for developing user guides, policies and procedure documentation and system administration manuals. Work with project manager and customer to understand customer's policies and procedures. Is able to use customer's style guide or follow ACCSES NJ/CNA Services standard format. Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edit functional descriptions, system specifications, user's manuals, special reports, and other customer deliverables and documents. Proficient in Microsoft Word and Excel. Experience in developing computer systems documentation, standard business policies and procedures and records retention management.	Bachelor's degree in appropriate discipline	Two (2) years experience or 1 years experience and having completed Bright Star's training course
51-504 & 51-506	Administrative Assistant	Supports project management by maintaining personnel and other files, prepares reports, tracks project, prepares status reports and other contract documentation. Assists in preparation of presentations and charts. Experienced in office administration and developing graphic/artistic presentations for publications and documents. Experienced in using automated word processing, graphics systems and spreadsheet applications.	High School Diploma	Minimum two (2) years of experience in related field.

51-504 & 51-506	Document Control Specialist	Develops, applies, revises, and maintains quality standards for receiving, in-process, and final document inspection for assigned projects. Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition, and implements corrective action as needed. Participates in audits. Responsible for maintaining full audit logs of customer documents throughout the conversion process. Produces exceptions reports and assist customers requiring temporary access to documents being processed.	High School Diploma	Requires completion of Bright Star training course and 1 year experience or three (3) years of experience in records management and document management systems.
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SIN	GSA SERVICE	UNIT OF ISSUE	GSA PRICE (including IFF)
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51-504 & 51-506	Document Inventory Specialist I	Hour	\$23.82
51-504 & 51-506	Document Inventory Specialist II	Hour	\$31.92
51-504 & 51-506	Senior Document Inventory Specialist	Hour	\$41.19
	Document Preparation		
51-504 & 51-506	Document Preparation Specialist I	Hour	\$22.79
51-504 & 51-506	Document Preparation Specialist II	Hour	\$28.52
51-504 & 51-506	Senior Document Preparation Specialist	Hour	\$35.74
	Document Scanning		
51-504 & 51-506	Document Scanning Specialist I	Hour	\$28.52
51-504 & 51-506	Document Scanning Specialist II	Hour	\$35.74
51-504 & 51-506	Senior Document Scanning Specialist	Hour	\$41.19
	Document Indexing		
51-504 & 51-506	Document Indexing Specialist I	Hour	\$26.55

51-504 & 51-506	Document Indexing Specialist II	Hour	\$34.36
51-504 & 51-506	Senior Document Indexing Specialist	Hour	\$39.84
Project Management			
51-504 & 51-506	Project Manager I	Hour	\$74.01
51-504 & 51-506	Project Manager II	Hour	\$90.42
51-504 & 51-506	Senior Project Manager	Hour	\$117.77
51-504 & 51-506	Project Director	Hour	\$146.48
Additional Services Categories			
51-504 & 51-506	Media Creation Specialist	Hour	\$65.82
51-504 & 51-506	Database Specialist I	Hour	\$95.90
51-504 & 51-506	Database Specialist II	Hour	\$117.78
51-504 & 51-506	Applications Specialist I	Hour	\$109.56
51-504 & 51-506	Applications Specialist II	Hour	\$131.44
51-504 & 51-506	Documentation Writer	Hour	\$82.22
51-504 & 51-506	Administrative Assistant	Hour	\$54.87
51-504 & 51-506	Document Control Specialist	Hour	\$63.08

GSA SERVICE DESCRIPTIONS AND PRICELIST

DOCUMENT INVENTORY AND PICK-UP

This includes collecting documents from customer facility which may include transferring documents into containers, attaching labels, preparing a manifest, inspecting documents, sorting documents. If the customer wants the documents returned to their original locations, Bright Star can include this information on the label.

The types of documents handled include:

1. Documents in file cabinets
2. Binders
3. Blueprints, drawings and photographs
4. Bound books
5. Archival storage containers
6. Loose piles of documents
7. Old and fragile documents
8. Documents with mold or books with red rot

The cost and effort to collect documents is dependent upon the location, condition and quantity of documents.

Three levels of pick-up and inventory service are offered:

1. Level 1 pick-up and inventory
2. Level 2 pick-up and inventory
3. Level 3 pick-up and inventory

PICK-UP AND INVENTORY: LEVEL 1

Pick up already boxed and labeled documents from loading dock. Visually inspect the container and add it to the manifest. The supervisor creates the manifest and obtains the customer's signature. Upon return to Bright Star facility, an electronic manifest is prepared and emailed to the customer. The pick-up is charged per cubic feet of containers. For billing purposes, a standard record-center box is considered one cubic foot. No labor charges apply when pick-up is one hour or less. This covers the cost of preparing the electronic manifest, assigning the containers tracking numbers, entering them into the Bright Star tracking system and sending an electronic copy of the manifest to the customer. There is a minimum fee of \$26.82 per pick-up or 18 standard record-center boxes. If a job requires additional labor to expedite the pick-up, Bright Star can provide the additional labor which is charged on an hourly basis. There is a nominal travel fee if the location is outside the 65 mile radius from the Bright Star facility to cover fuel and extra time.

PICK-UP AND INVENTORY: LEVEL 2

Pick up documents from customer facility. Bright Star will collect documents from file cabinets, containers, book shelves and other locations, and place them in customer supplied containers. Label all containers and maintain a complete manifest including original location (if customer wants the documents returned to their original location when the job is complete). Inventory the contents of boxes to ensure that documents are those that are noted in the statement of work. Exceptions are noted. Attach a tracking label to each container. The completed manifest is signed by Bright Star and by the customer. A copy is given to the customer. Upon return to Bright Star facility an electronic manifest is prepared and emailed to the customer. Service is charged per cubic feet of containers and customer is charged the appropriate hourly labor rate while staff are at customer facility. For billing purposes, a standard record-center box is considered 1 cubic foot. The service fee covers the cost of preparing the electronic manifest, assigning the container a tracking number, entering it into the Bright Star tracking system and sending an electronic copy of the manifest to the customer. There is a minimum pick-up fee of \$53.65 per pick-up or 29 standard record-center boxes. There is a nominal travel fee if the location is outside the 65 mile radius from the Bright Star facility to cover fuel and extra time.

PICK-UP AND INVENTORY: LEVEL 3

Pick up documents from customer facility from wherever they are located. Collect documents from file cabinets, containers, bookshelves and other locations. Label all containers and maintain a complete manifest including original location (if customer wants the documents returned to their original location when the job is complete). Collect documents that require special handling such as those that are hazardous and require special safety gear (red rot, mold, etc.). If necessary, Bright Star will seal documents in specialized containers to avoid cross contamination. The completed manifest is signed by Bright Star and by the customer. A copy is given to the customer. Upon return to Bright Star facility an electronic manifest is prepared and emailed to the customer. This level of service is charged on a per project basis to accommodate special handling and other requirements. There is a minimum pick-up fee of \$108 per pick-up or 50 standard record-center boxes. For billing purposes, a standard record-center box is considered 1 cubic foot. There is no charge for travel for Level 3 pick-up and inventory.

DOCUMENT PREPARATION

Includes pre and post-scanning document handling which may include tracking, organizing, sorting documents, removing staples, clips, and bindings, mounting of undersized documents, repair of damaged/ripped pages and re-assembly of the documents after conversion. There are many variables that impact the cost of document preparation, including:

- Number of staples and other fasteners to be removed.

- Excessively wrinkled or otherwise damaged documents, which require special handling.
- Orientation of pages in the same direction.
- Odd size and/or mixed size documents.
- Organization of files and folders.
- Newspaper clippings or booklets.
- Loose notes attached to documents.

Four levels of document preparation service are offered as follows:

DOCUMENT PREPARATION: LEVEL 1

Includes minor staple, paperclip and binderclip removal (no more than one fastener every 20 pages or so). Prices are based on the number of images scanned.

DOCUMENT PREPARATION: LEVEL 2

Includes document identification, staple, paperclip and binderclip removal (no more than an average of one fastener every five or so pages), unbinding from 3-ring or similar folders/binders (requiring no cutting or page separation), resorting documents if order is easily identifiable from page/form numbers, transcribing up to two pieces of information from folders to batch headers, and inserting document separator sheets based on a consistent and clearly identifiable first page of a document. Occasional, minor repair of non-archival pages (those that do not need to be preserved for historical purposes). First page of document must be on the “up” side. There are five or more pages per document on average. Prices are based on the number of images scanned, which includes the added separator sheets.

DOCUMENT PREPARATION: LEVEL 3

Includes document identification, extensive staple, paperclip and binderclip removal, and unbinding from 3-ring or similar folders/binders (requiring no cutting or page separation). Occasional, minor repair of non-archival pages (those that do not need to be preserved for historical purposes). Also includes resorting documents if the order is easily identifiable from page/form numbers, transcribing up to four pieces of information to batch headers, inserting document separator sheets, unbinding from spiral folders and identifying up to five document types. An average document will have 5 or more pages. Identify missing pages and insert missing page sheet into batch. Prices are based on the number of images scanned, which includes the added separator, inserted missing page sheets and document separator sheets.

NOTE: SPECIAL HANDLING

Includes unbinding, mounting undersized pages, repairing non-archival damaged pages, unfolding, removing extraneous material; and rebinding after scanning is complete, replacing staples and paper clips, returning documents to original locations, taping smaller notes and pieces of paper to 8 ½ x 11”. These additional

document preparation and handling services are priced on a customized basis using the labor category rates provided herein.

DOCUMENT SCANNING

All scanned images are 100% visually verified. Depending on the type of scanning, this takes place during different steps of the document imaging process. Additionally, blank pages are deleted and pages that contain “standard” text, also determined on a project by project basis. What constitutes a blank page is determined on a project by project basis. Documents are scanned into the system on four types of scanners:

1. High-speed scanners with automatic sheet feeders - Support paper sizes up to 11” x 17” and up to 40 lb paper. Tend to work best with consistent paper sizes. Speed of scanner depends on the DPI and the length of the paper. Image adjustment settings are at the container level and 100% image verification is performed by index operators while indexing the information.
2. Flatbed scanners - Pages are placed on the scanner one at a time. The scanner supports up to 11” x 17” paper. 100% page verification is performed while scanning as are any adjustments for image quality.
3. Book scanners - Book is placed in a cradle and pages are turned manually. 100% page verification is performed while scanning. Image quality is set at the book level.
4. Oversized scanners - Can support up to 48” wide documents. The document is fed through the scanner automatically. Used for large documents such as blueprints and drawings. 100% page verification is performed while scanning as are any adjustments for image quality.

HIGH-SPEED SCANNING BITONAL UP TO 8.5” X 14” AT 200 DPI

All paper in a batch must be the same size. Paper must be able to stand up to high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper is not torn or frayed. Paper is legible and does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty and likely to cause special maintenance on the scanner. Paper is free of any sticky material. Paper can be scanned in simplex (one side) or duplex (two sided). Blank pages are removed (based on electronic file size thresholds specific in the statement of work). Prices are on a per image basis.

HIGH-SPEED SCANNING BITONAL UP TO 8.5” X 14” AT 300 DPI

All paper in a batch must be the same size. Paper must be suitable for high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper is not torn or frayed. Paper is legible and of consistent quality that does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty and likely to cause excess maintenance on the scanner. Paper is free of any material that would tend to make it overly sticky. Paper can be scanned in simplex or duplex. Blank

pages are removed (based on electronic file size thresholds specific in the statement of work). If paper is scanned in duplex and paper is thin to the point that a clearly visible image is seen on the reverse side then this will count towards the image count and is manually removed and deleted during verification. Pages are processed at about 66.7% of the speed that we achieve at 200 DPI. Prices are on a per image basis.

HIGH-SPEED SCANNING BITONAL UP TO 11" X 17" AT 200 DPI

All paper in a batch must be the same size. Paper must be suitable for high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper must not be torn or frayed. Paper is legible and of a quality that does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty or likely to cause excess maintenance on the scanner. Paper is free of any sticky material or any other material that would be damaging to the scanner such as mold or dampness. Paper can be scanned in simplex (single sided) or duplex (double sided). Blank pages are removed (based on electronic file size thresholds specific in the statement of work). Prices are on a per image basis.

HIGH-SPEED SCANNING BITONAL UP TO 11" X 17" AT 300 DPI

All paper in a batch must be the same size. Paper must be suitable for high-speed scanners using automatic sheet feeders. Paper weight is between 16 lbs and 24 lbs. Leading edge of paper must not be torn or frayed. Paper is legible and of a quality that does not require specialized image enhancement on a document by document basis. Paper is not excessively dusty or likely to cause excess maintenance on the scanner. Paper is free of any sticky material or any other material that would be damaging to the scanner such as mold or dampness. Paper can be scanned in simplex (single sided) or duplex (double sided). Blank pages are removed (based on electronic file size thresholds specific in the statement of work). Pages are processed at about 66.7% of the speed that we achieve at 200 DPI. Prices are on a per image basis.

MANUAL DELETION OF BLEED-THROUGH PAGES AND IMAGES

Bleed-through pages and images that contain repetitive standard text can be deleted as part of the verification process. The price is based on the total number of images checked. Two levels of service are offered:

- Removal of bleed-through pages.
- Removal of bleed-through pages and standard text pages. The customer must clearly define and give examples of the standard text pages to be removed. It must be specified in the Statement of Work the standard text pages that can be removed without invalidating the legal standing of the document.

NOTE: 100% VISUAL IMAGE VERIFICATION

100% image verification of high-speed scanning is performed by document indexing specialists. Two different specialists verify images. 100% visual image verification is included in all high-speed scanning prices. 100% visual image verification includes:

- Each image is visually verified against originals by an index specialist. A log kept that tracks which documents were verified by which specialists.
- Each image is also checked for its quality. If it is of poor quality, it is rescanned at no charge. If the quality of the original document is very poor then a special image is inserted as a placeholder that specifies that the original image was of very poor quality and is missing from the document. This information is also added to the log.
- Blank images that have not been automatically detected by the established threshold sets (as specified in the statement of work) are manually deleted.
- A log is created that tracks all blank images deleted during scanning as well as those deleted manually during verification.

DOCUMENT SCANNING: BLUEPRINTS, PHOTOGRAPHS AND DRAWINGS

Documents must be in good condition and able to be scanned using standard large sized document scanners. Documents are scanned at 300-400 DPI in grayscale or color. Standard image enhancements are used to increase quality and 100% image verification is included in the price. Prices vary based on the size of the document and whether they are scanned in grayscale or color. Pricing is for the following size/dpi/mode combinations:

- Documents up to 11” x “17 scanned in grayscale at 300-400 dpi
- Documents up to 11” x “17 scanned in color at 300-400 dpi
- Documents up to 17” x “22 scanned in grayscale at 300-400 dpi
- Documents up to 17” x “22 scanned in color at 300-400 dpi
- Documents up to 22” x “34 scanned in grayscale at 300-400 dpi
- Documents up to 22” x “34 scanned in color at 300-400 dpi
- Documents up to 36” x “48 scanned in grayscale at 300-400 dpi
- Documents up to 36” x “48 scanned in color at 300-400 dpi

Larger documents or higher resolution are quoted on a per project basis. Larger documents are typically charged by the linear foot.

NOTE: SPECIALIZED SCANNING

Documents that are 11” x 17” or smaller that cannot be scanned on a high speed scanner are processed on a flatbed scanner. The speed of this scanning is dependent upon the condition and quality of the documents, the desired DPI and the mix of sizes. Prices are developed on a per project basis.

MIXED SIZED DOCUMENTS

Mixed sizes of documents significantly reduce scanning efficiency and may lead to increased occurrences of skewing on high-speed scanners. Prices for projects that include batches with mixed sized documents are established on a project by project basis. However, in some instances it might be possible to avoid the issue of mixed sizes through additional sorting during document preparation.

BOOK SCANNING

Price is developed on a per project basis.

DOCUMENT INDEXING

A document may consist of one or more images. For instance, HR applications are most often two or more pages. This would be considered one document. During document preparation, separator sheets were inserted to identify the start of each new document. Indexes are assigned at the “document” level. What this means is that each document will have its own identifiers. For instance, suppose you have a file that contains birth certificates. Indexing at the document level means that each birth certificate is identified with information from that birth certificate such as name, date of birth, etc., versus identifying the entire folder as “birth certificates” and not indicating which ones were in the file. Each document can have up to 100 indexes. Each index is assigned a “format” type which describes the type of information that is input. Common types include:

- Unformatted alphanumeric text: from 1 - 255 characters
- Formatted alphanumeric text: from 1 - 60 characters. Social security and telephone numbers use this format.
- Numeric: single and double precision
- Amount
- Date
- Boolean – Yes/No, Good/Bad, etc.

SINGLE ENTRY AND DOUBLE ENTRY

Each index field can be entered once (single entry) or entered twice for greater accuracy (double entry). Also, each index field can be validated against a customer supplied, electronic list or spreadsheet. These must be provided in delimited ASCII format or in an MS Excel spreadsheet and include a complete list of values. The information used in indexing must be visible on the first page of each document. In other words, no search needs to be conducted within the document to find the pertinent information. For each index field the customer can select from four levels of service:

- Single entry – up to 255 characters

- Double entry – only for fields less than 60 characters long
- Verified single entry – only for fields less than 60 characters long
- Verified double entry – only for fields less than 60 characters long. Should only be used if the provided verification list is incomplete or is of suspect quality.

For each level of service there is a fixed price per index field which includes up to 10 characters. For index fields that exceed 10 characters, there is an additional charge per character.

“DOCUMENT CATEGORY” INDEXING

Documents can be categorized by what kind of document they are. For example, “Invoice”, “Purchase Order”, “Report”, “Application”, etc. If there are different types of documents in a container, we can categorize them during indexing using a pre-defined list specified by our customer. For example, while indexing accounts payable records, we can categorize documents as being “Purchase Orders”, “Invoices”, “Checks”, etc. This makes documents a lot easier to find during searches and it also makes it significantly easier to follow NJDARM document retention/destruction guidelines. The effort to categorize documents increases with the number of possible categories in the list. There are two options:

- 1-5 document categories
- 6-10 document categories

NOTE: SPECIAL INDEXING

If the project has indexing requirements that do not fall into the aforementioned categories, pricing is based on standard hourly labor rates for staff assigned to the project.

MEDIA CREATION

Images and their associated indexes can be written to CD-ROMs or DVD-ROMs¹. Media can be written to CD/DVDs in three file formats:

1. Self-executable format
2. Kodak Archive Writer Microfilm Production Format
3. Electronic Document Management System Export Format

SELF-EXECUTABLE FORMAT

Images are placed in folders with up to 1,000 images per folder. Images are stored as single page TIFFs and image file names are numeric starting with 0000001.TIFF. Deleted images are missing from the sequence.

¹ Standard pricing for creation of media does not include costs for shipping or transportation to the customer.

Folders are numbered sequentially starting 0001. In addition to the images there is a file in standard Microsoft Access MDB format that contains the associated index information and the self-executable that will read the indexes and images on the disk and allow the user to view, search and print information. Each CD/DVD is labeled with a unique job code, the customer code and, if multiple CD/DVDs are required, the number of the CD/DVD within the set. The master set of CD/DVDs is labeled Set #1. If multiple copies are required they are labeled Set #2, Set #3 etc. Each CD/DVD created will have the following information on the label:

- Customer code
- Job code
- Set #
- Format – self-executable
- Purpose – master/back-up
- Disk number within set
- Date created
- Version date of image/index source

A master copy is intended for everyday use and a back-up copy is intended only if a master copy becomes damaged. Jobs that contain less than 10,000 images are written to CD-ROMs. Jobs over 10,000 images are written to DVD-ROMs and jobs over 100,000 images typically have multiple DVDs in each set. The license cost of the self-executable application included on each CD/DVD is included within the media creation price. Quality assurance checks are performed.

KODAK ARCHIVE WRITER MICROFILM PRODUCTION FORMAT

Images are placed in folders with 2,500 images per folder for source documents up to 8 ½” x 14”. Images are stored as single page TIFFs and image file names are numeric and exactly match the image number on the PaperVision set media created for the customer. Folders are numbered numerically starting with 0001. Deleted images or images that do not required conversion to microfilm per NJDARM record retention standards are missing from the sequence. In addition to the images there is a file in standard Microsoft Access MDB format that contains the associated index information and the self-executable that will read the indexes and images on the disk and allow the user to view, search and print information. The self executable and index database are included for references purposes only and are ignored by NJDARM when creating microfilm. Each CD/DVD is labeled with a unique job code, the customer code and, if multiple CD/DVDs are required, the number of the CD/DVD within the set. The master set of CD/DVDs is labeled Set #1 and sent to NJDARM. A back-up set is sent to the requesting agency and is labeled Set # 2. Each CD/DVD created will have the following information on the label:

- Customer code
- Job code

- Set #
- Format – Kodak Archive Writer
- Purpose – back-up
- Disk number within set
- Date created
- Version date of image/index source

The Kodak Archive Writer microfilm CD/DVDs are considered back-up copies from a self-executable license viewpoint. Jobs that contain less than 10,000 images are normally written to CD-ROMs. Jobs over 10,000 images are written to DVD-ROMs and jobs over 100,000 images typically have multiple DVDs in each set. The license cost of the self-executable included on each CD/DVD is included within the media creation price, and is a no-cost item since the media is considered a back-up copy. Quality assurance checks are performed on the first master set to ensure that information has been correctly transcribed, that the self-executable is able to access the information and that the CD/DVD can be read from a second CD/DVD drive. The operator ensures that back-up copies of the original set can be read on a second CD/DVD drive and the information contained matches the label.

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM EXPORT FORMAT

Bright Star can create CD/DVDs in the standard import format of most major Electronic Document Management Systems (EDMS). Database specialists work with the customer at our standard labor rates to define the mapping between Bright Star indexed fields and the field names in the target EDMS. Images and indexes can also be written to standard ASCII delimited formats as required by the customer. If the names of the source image files are changed during the export format process a log is created to map the original image numbers to their new name in the target EDMS export file. All images are transferred in single page TIFF format. Each CD/DVD is labeled with a unique job code, the customer code and, if multiple CD/DVDs are required, the number of the CD/DVD within the set. Each CD/DVD created will have the following information on the label:

- Customer code
- Job code
- Set #
- Format – EDMS vendor format name
- Purpose – export
- Disk number within set
- Date created
- Version date of image/index source

Jobs that contain less than 10,000 images are normally written to CD-ROMs. Jobs over 10,000 images are written to DVD-ROMs and jobs over 100,000 images typically have multiple DVDs in each set. Conversion to multi-page TIFF, PDF or JPEG is not included in the price. Quality assurance checks are performed on the first master set to ensure that information has been correctly transcribed, that the CD/DVD can be read from a second CD/DVD drive and that the structure of folders on the disk matches those specified in the statement of work. The operator ensures that back-up copies of the original set can be read on a second CD/DVD drive and the information contained matches the label.

NOTE: QUALITY ASSURANCE

All documents that are scanned and indexed by Bright Star are quality assured before the media is created.

We offer three levels of quality assurance:

LEVEL 1: Level 1 quality assurance is included in all services including scanning and indexing at no additional charge. Ensures that all batches have been scanned and 100% verified, and all documents have been indexed as per the statement of work. A report is sent to the customer that shows all containers processed and batches created, the date they were indexed and the date the media was created. Additionally, comprehensive logs are created (as per NDJARM Image Certification guidelines on Quality Control, Section 15:3-5.5[e]4viii & ix) that track the image through the document imaging process:

- Container log. A log is maintained by container including:
 - Customer ID, project ID, container ID
 - Pickup date/time
 - Date/time container was received at ACCESS NJ facility and ID of pickup supervisor
 - Date/time and the name of the document preparation specialist that prepared the container. Contents of containers are converted to batches during document preparation.
 - Date/time processed through scanning.
 - Date/time all images/documents have been fully indexed.
 - Date/time that container was signed off by QA as fully processed through the system
 - Date/time and final disposition of container
- Batch Log. Each batch created during document preparation is tracked throughout the process. For each batch the following information is tracked:
 - Customer ID, project ID, container ID and batch ID
 - Creation date and employee ID
 - Scan date and employee ID. Scanning converts batches of paper into images and documents.
 - Date/time assigned to indexing and the ID of the indexing employee.

- Scanned Image Log. Each image is assigned a unique sequential image number. Each image is scanned as part of a batch and the ID of the scanning employee recorded at the batch level in the image log. A log is created that details all images automatically deleted during scanning based on threshold size limits defined in the statement of work. All images are assigned to a unique document during scanning. Document numbers are assigned sequentially.
- Document Log. Each document is automatically indexed with customer id, project id, container id, and batch id, as well as the IDs of the employees that prepared the batch, scanned the batch and indexed the batch. A document consists of one or more images. A log is maintained of all images deleted during 100% image verification. Images might be deleted for one of the following reasons:
 - Bleed through reverse image
 - Blank image that exceeded minimum threshold size and was not automatically deleted
 - Standard text that has been defined in the statement of work as not being part of the record.
 - Illegible image replaced with placeholder to indicate that original was of very poor quality.

As part of level 1 quality assurance the above logs are delivered to the customer in either ASCII delimited file format or in Microsoft MDB file format.

LEVEL 2: Includes all of Level 1 quality assurance at no additional charge. Additional completeness and quality checks are performed on images and indexes if requested by the customer. All Level 2 quality assurance checks are performed using standard industry tools. Level 2 quality assurance checks include:

- Identify and document gaps in sequences. These quality checks are performed against data that is in some sort of sequential order, i.e., date, number, alphabetical, etc. Customers are provided a report detailing gaps in sequences and estimates as to the number of missing documents.
- Verify data against a customer supplied external spreadsheet or ASCII delimited file. The customer supplies a spreadsheet or ASCII delimited file that includes fields which define a unique key for each item in the list. The same fields have been included as index fields for the project. The actual data is compared against the list. Any errors are corrected and a final report sent to the customer that identifies records in the image database which are not in the customer supplied list and items in the supplied list not in the image database. Customer lists must be supplied in MS Excel or an ASCII delimited file.

- Verify sets of index fields against a complex external list of code combinations. The customer supplies a set of MS Excel or an ASCII delimited files that define combinations of information. Examples include zip codes by city or street addresses by zip code, or last names against a tax filing report, etc. The supplied information is checked against the index data and any errors are identified and corrected. After all corrections have been made a final report of anomalies is supplied to the customer.

There are no additional costs for use of specialized software or computing resources.

LEVEL 3: Includes special quality assurance that requires the use specialized software and/or extensive computing resources. Some projects require quality performance checks that call for Metro Scanning to use specialized software and/or extensive computing resources. In these cases there is an additional charge for the use of the software and/or computing resources. Standard labor rates on a time and material basis apply to all staff. There is no charge for the hours needed to perform standard Level 1 quality assurance services. The charge for using specialized software and/or extensive computing resources is determined on a project by project basis. Examples of these types of quality assurance include name verification against a worldwide name database using sounds-like logic or use of pattern matching software to identify potential issues with source data.

SIN	GSA SERVICES	UNIT OF ISSUE	GSA PRICE w/ IFF
Document Inventory and Pick-up - Pick-up and Inventory – Level 1			
51-504	Boxes of documents, includes attaching barcode, manifest and entering into tracking database.	Per cubic foot (1 standard record-center box)	\$1.47
51-504	(Beyond one hour) On-site truck and driver fee	Hourly	\$37.32
<i>Note 1: Minimum pick-up fee of \$26.82 per pick-up (18 Standard record-center boxes. For billing purposes, a record center-box measures one cubic foot).</i>			
<i>Note 2: There is a nominal travel fee if the location is outside 65 mile radius from the customer facility, to cover fuel and extra time.</i>			
Document Inventory and Pick-up - Pick-up and Inventory – Level 2			
51-504	Boxes of documents, includes attaching barcode, manifest and entering into tracking database.	Per cubic foot (1 standard record-center box)	\$1.83
<i>Note 1: Minimum pick-up fee of \$53.65 per pick-up (29 standard record-center boxes).</i>			
<i>Note 2: There is a nominal travel fee if the location is outside 65 mile radius from the customer facility, to cover fuel and extra time.</i>			
<i>Note 3: Document Inventory and Pick-up - Pick-up and Inventory – Level 3 fees are determined at the task order level. This consists of a minimum pick-up fee of \$108.00 (50 standard record-center boxes).</i>			
<i>Note 4: There is no charge for travel for Level 3 pick-up and inventory.</i>			
Document Preparation			
51-504 & 51-506	Level 1 document preparation	Per image	\$0.0176
51-504 & 51-506	Level 2 document preparation	Per image	\$0.0347
51-504 & 51-506	Level 3 document preparation	Per image	\$0.0582
<i>Note 1: Special handling (document preparation) fees are determined at the task order level.</i>			
Document Scanning - High-speed Document Scanning (Includes 100% image verification)			
51-506	Bitonal up to 8.5" x 14" at 200 dpi	Per image	\$0.0823

51-506	Bitonal up to 8.5" x 14" at 300 dpi	Per image	\$0.1146
51-506	Bitonal up to 11" x 17" at 200 dpi	Per image	\$0.1413
51-506	Bitonal up to 11" x 17" at 300 dpi	Per image	\$0.2026
51-506	Manual deletion of bleed-through pages	Per image checked	\$0.0042
51-506	Manual deletion of bleed-through pages, and images that contain standard text as defined by the statement of work.	Per image checked	\$0.0085
Note 1: Included - 100% image verification of pages scanned with a high-speed scanner and deletion of blank images.			
Document Scanning - Blueprint, Photograph and Drawing Scanning (Includes 100% image verification)			
51-506	Documents up to 11" x 17" scanned in grayscale at 300-400 dpi	Per sheet	\$1.05
51-506	Documents up to 11" x 17" scanned in color at 300-400 dpi	Per sheet	\$1.32
51-506	Documents up to 17" x 22" scanned in grayscale at 300-400 dpi	Per sheet	\$2.41
51-506	Documents up to 17" x 22" scanned in color at 300-400 dpi	Per sheet	\$2.80
51-506	Documents up to 22" x 34" scanned in grayscale at 300-400 dpi	Per sheet	\$3.83
51-506	Documents up to 22" x 34" scanned in color at 300-400 dpi	Per sheet	\$4.34
51-506	Documents up to 36" x 48" scanned in grayscale at 300-400 dpi	Per sheet	\$6.40
51-506	Documents up to 36" x 48" scanned in color at 300-400 dpi	Per sheet	\$6.98
Note 1: Bright Star Scanning Services Corp. offers three other scanning services: 1) Specialized scanning on flatbed scanner up to 11" x 17", 2) Mixed sizes scanned on high-speed scanner up to 11" x 17", and 3) Book Scanning. Prices are developed on a per project basis.			
Document Indexing - Single Entry Indexing			
51-504 & 51-506	Fixed price for index fields up to 10 characters long	Per index	\$0.0762

51-504 & 51-506	Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per additional keystroke	\$0.0070
Document Indexing - Double Entry Indexing			
51-504 & 51-506	Fixed price for index fields up to 10 characters long	Per index	\$0.1231
51-504 & 51-506	Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per additional keystroke	\$0.0106
Document Indexing - Verified Indexing - Single Entry (Indexes are verified against a customer supplied table or spreadsheet)			
51-504 & 51-506	Fixed price for index fields up to 10 characters long	Per index	\$0.0856
51-504 & 51-506	Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per additional keystroke	\$0.0084
Document Indexing - Verified Indexing - Double Entry (Indexes are verified against a customer supplied table or spreadsheet)			
51-504 & 51-506	Fixed price for index fields up to 10 characters long	Per index	\$0.1291
51-504 & 51-506	Additional keystrokes: for fields that exceed 10 characters, there is an additional per keystroke charge.	Per additional keystroke	\$0.0118
Document Indexing - "Document Category" Indexing (Each document is assigned a "document category" from a predefined list supplied by the customer)			
51-504 & 51-506	Level 1 – assign each document a document category from a list of up to five document categories	Per document	\$0.0493
51-504 & 51-506	Level 2 – assign each document a document category from a list of up to ten document categories	Per document	\$0.0832
Note 1: Bright Star Scanning Services Corp. offers a special indexing service. If the project has indexing requirements that do not fall into the aforementioned categories, pricing is based on standard hourly labor rates for staff assigned to the project.			
Media Creation - Self-executable Format (All CD/DVDs include a licensed self-executable)			
51-506	Master CD (including full QA of media)	Per CD	\$25.81

51-506	Back-up copy CD	Per CD	\$10.56
51-506	Master DVD (including full QA of media)	Per DVD	\$57.48
51-506	Back-up copy DVD	Per DVD	\$25.81
Media Creation - Kodak Archive Writer Microfilm Production Format			
51-506	Master CD (including full QA of media)	Per CD	\$21.11
51-506	Back-up copy CD	Per CD	\$10.56
51-506	Master DVD (including full QA of media)	Per DVD	\$51.61
51-506	Back-up copy DVD	Per DVD	\$23.46
Media Creation - EDMS Export Format			
51-506	Master CD (including full QA of media)	Per CD	\$37.54
51-506	Back-up copy CD	Per CD	\$9.38
51-506	Master DVD (including full QA of media)	Per DVD	\$76.25
51-506	Back-up copy DVD	Per DVD	\$23.46

BRIGHT STAR SCANNING SERVICES CORP. QUALITY ASSURANCE: All documents that are scanned and indexed are quality assured before the media is created. We offer three levels of quality assurance.

• **Level 1 Quality Assurance** is included in all services including scanning and indexing at no additional charge. Please see Services Description for additional details.

• **Level 2 Quality Assurance** includes all of Level 1 Quality Assurance and additional completeness and quality checks performed on images and indexes. Please see Services Description for additional details. Price is developed on a per project basis based on standard hourly labor rates for staff assigned to the project.

• **Level 3 Quality Assurance** includes special quality assurance that requires the use specialized software and/or extensive computing resources. All of level 1 Quality Assurance is included free of charge but there is a fee for using specialized software and/or extensive computing resources which is determined on a project by project basis based on standard hourly labor rates for staff assigned to the project. Please see Services Description for additional details.