



"DCS will provide the best value to the State in every service we offer and to every customer we serve." DCS sets its rates to recover all costs without profit while remaining competitive with the private sector.

Rates are based on the most common type of document or service. Each specific job is unique and the actual cost will be based on a detailed evaluation of the requirements and priced based on standardized internal unit rates. **Every job should be carefully evaluated and priced by DCS service unit specialists before a bid decision is made by a customer.**

Data Conversion

Data Entry (per 1000 keystrokes)	\$	5.550
Index — > 5 Field Index	\$	0.500
Index — < 5 Field Index	\$	0.230
Hourly — Web or Database Data Entry	\$	20.00

Scanning/Quality Control (QC)

\$ 0.030 – 0.056

Prep

Simple Box Prep	\$	0.037
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Index

Scan/Barcode Indexing	\$	0.068
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Microfilm Processing

16 mm 110 ft. Rotary (per image)	\$	0.045
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Microfilm Conversion

Microfilm Conversion (clean)	\$	0.120
Microfilm Conversion (old)	\$	0.200
16mm Arc Writer	\$	0.045

These services listed above are specific to our Southern Regional facility/Pueblo. For more information about these specific IDS services and pricing, please contact Cindy Goure, IDS Southern Regional Manager, at 719-948-5741 or cindy.goure@state.co.us.



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CD/DVD Duplication

CD Duplication	\$	2.600
DVD Duplication	\$	3.500
Setup	\$	20.00

Document Warehousing

Pallet Storage — Monthly Stacking	\$	20.87
Pallet Storage — No Monthly Stacking	\$	31.31
Document Destruction (per box)	\$	7.00
Document Destruction (per lb.)	\$	0.110

Additional Setup

Hourly Charge	\$	99.75
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