Cost Comparison - Photocopy vs. Imaging Cost.

The costs for scanning generally run approximately 15 cents a page. For the following cost comparison we are assuming the cost per page for scanning is 20 cents.

Document population - 10,000 pages

Image cost – 20 cents per page

Image Resolution – 200 dpi

Photocopy cost – 10 cents per page

Cost of the CD – Cost of the CD disk

<table>
<thead>
<tr>
<th>Sets</th>
<th>Copy (10 cents per page)</th>
<th>Photocopy Total</th>
<th>Image (20 cents per page)</th>
<th>Imaging Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st set</td>
<td>$1000</td>
<td>$1000</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>2nd Set</td>
<td>$1000</td>
<td>$2000</td>
<td>$100</td>
<td>$2,100</td>
</tr>
<tr>
<td>3rd Set</td>
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<td>$3000</td>
<td>$100</td>
<td>$2,200</td>
</tr>
<tr>
<td>4th Set</td>
<td>$1000</td>
<td>$4000</td>
<td>$100</td>
<td>$2,300</td>
</tr>
</tbody>
</table>

As you can see if multiple copies of documents are needed then imaging will cost less in the long run. This is besides the other significant benefits available if one scans their documents.
The following is a blank comparison sheet that one can use to begin the comparison of imaging your documents as opposed to leaving them in a paper format.

1. Case size

Number of boxes

Average number of pages in each box

Average number of pages per document
Approximate time project to run

Clerk/Secretary Billing time

Paralegal Billing Rate

Attorney billing time

Cost of shipment of documents

2. Input Costs
Cost Comparison - Photocopy vs. Imaging Cost.

- Time spent on review and preparation
- Cost of bates numbering
- Cost of bar coding
- Photocopying cost
- Firm time spent on photocopying
- Cost of scanning
- Total docs to be objectively coded
- Objective coding time per document
Cost Comparison - Photocopy vs. Imaging Cost.

Cost of Objective Coding

Total docs to be subjectively coded

Subjective coding time per document

Cost of Subjective Coding

Total docs to be read by O.C.R.

Cost of O.C.R.

3. Retrieval and Storage Costs
Cost Comparison - Photocopy vs. Imaging Cost.

Floor space on one box of docs

Cost of storage space in firm

Cost of off/site/archive storage space