Other Services

- Black & White Copies
  - -From hard copy, disk or e-mail
- Color Copies
  - - From hard copy, disk or e-mail
- Large Format Color Posters
  - - From hard copy, disk or e-mail
- Lamination
- Mounting
- Document Scanning
- CD/DVD Duplication
- Shrink Wrapping
- Binding
  - - Coil or tape binding
  - - Available in various colors
- Envelopes
- Folding
- Fulfillment
- Offset Printing
- File Conversions
- Business Cards/Pocket Cards

CD/DVD Duplication

CD: 1 - 500 Printing & Burning	$1.25 each
CD: 501 - 1000 Printing & Burning	$1.00 each
DVD: 1 - 500 Printing & Burning	$1.50 each
DVD: 501 - 1000 Printing & Burning	$1.25 each

Visit our website for color and case options

http://das.ohio.gov/divisions/generalservices/stateprintingandmailservices.aspx

State Printing Locations

1. **Customer Services/Invoicing**
4200 Surface Rd
614.644.7550
614.644.5799 fax

2. **Main Lazarus Copy Center**
50 W. Town St.
Suite FSL
614.644.6385
614.466.9915 fax

3. **Rhodes Tower Copy Center**
30 E. Broad St.
29th Floor
614.644.8555
614.752.4893 fax

4. **William Green Copy Center**
30 W. Spring St.,
B-2 Level
614.466.9804
614.728.4894 fax

5. **Hilltop Copy Center**
1980 W. Broad St.
614.728.2983
614.728.2979 fax

6. **Mainframe Printing**
2080 Integrity Dr
614.466.5549
614.728.9143 fax

7. **Fulfillment Services**
2088 Integrity Dr
614.728.7318
614.728.7326 fax

8. **Rhodes Tower Mail Room**
30 E. Broad St.
B-1 Floor
614.466.7848
614.728.0455 fax

9. **Riffe Tower Mail Room**
77 S. High St., B-1
614.644.9581
614.728.7326 fax

OhioDAS

Office of State Printing and Mail Services

Rev 12/08/11

OhioDAS
Administrative Services Division

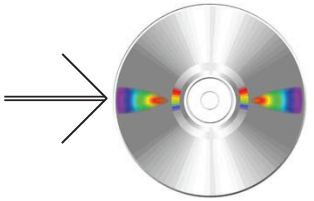
Office of
State Printing and Mail Services
Service · Support · Solutions

Document Scanning Services

Let us help you go

from this...

to this...



Ohio Department of Administrative Services
General Services Division

John R. Kasich, Governor
Robert Blair, Director

Document Scanning Services

State Printing is ready to assist you with converting your hard copy documents to convenient, searchable digital files. Let us help you reclaim valuable storage space and still keep your documents safe, accessible and organized. We can quickly scan all of your important documents in color or black and white at up to 600 dpi resolution. Our scanning services include document preparation, reassembly, and coding with one indexing field. Your documents will be saved in your choice of format i.e., PDF, TIF, JPG or BMP. Our high speed equipment can handle smaller than standard sizes originals like checks, as well as standard letter and legal sizes. We can also process larger than standard originals up to our maximum 12”x39” document size.

Document scanning work is performed at one of our secure shop location or in some instances, at your office location. State Printing can also burn your converted files to a CD or DVD and make multiple copies at very competitive rates. If you prefer, we can transfer the completed digital files via secure FTP at no additional charge. Your original paper documents will be returned to you or can be disposed of through our secure shredding service at no charge.

A representative from State Printing will be happy to provide an estimate of time and cost for large or small projects. Contact us at our main copy center in downtown Columbus at 614-644-6385 or send an email to copy.center@das.state.oh.us to talk about your project.

- Secure document scanning
- Document preparation and assembly
- Scanning to pdf, tif, jpg, or bmp files
- Color and black & white
- Coding/Indexing
- CD/DVD creation *(see pricing on back page)*
- Original document shredding *(after scanning)*

Document Scanning Rates

Pricing is based on:

- Type of original (color or black and white)
- Size of the originals
- Condition of the originals and the amount of prep work required (staples, paper clips, folding, repairing, etc.)

Minimal prep work (fair condition)

Sheet sizes	Price Per Scan
B/W 8 1/2 x 11 or 8 1/2 x 14	.10
Color 8 1/2 x 11 or 8 1/2 x 14	.20
B/W 11 x 17 (Tabloid)	.15
Color 11 x17 (Tabloid)	.25
B/W Various sizes	.30
Color Various sizes	.40

MINIMAL prep work

One indexing field is included in the price. Additional fields $0.05.

Extensive prep work (poor condition)

Sheet sizes	Price Per Scan
B/W 8 1/2 x 11 or 8 1/2 x 14	.15
Color 8 1/2 x 11 or 8 1/2 x 14	.25
B/W 11 x 17 (Tabloid)	.20
Color 11 x17 (Tabloid)	.30
B/W Various sizes	.40
Color Various sizes	.50

EXTENSIVE prep work

One indexing field is included in the price. Additional fields $0.05.