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Price List

Prices Are Subject To Change

Process Service

Standard	Priority	Urgent	On-Demand
• First Attempt Within 72 Hours • Up to (3) attempts on different days at different times within 10-14 days	• First Attempt Within 48 Hours • Up to (3) attempts on different days at different times within 7-10 days	• First Attempt Within 24 Hours • Up to (3) attempts on different days at different times within 5-7 days	• First Attempt Within 5 Hours • Up to (3) attempts on different days at different times within 3-5 days
$300	**$350**	**$400**	**$450**

Other Delivery Services

Messenger Services ..... Call or Email for Quote

Stake Outs (minimum 3 hours)..... $125/per hour

Courtesy Copy Delivery $125

Court Services

E-Filing (not including court fees) $95

Physical Court Filing (not including court fees) $150

Full Copy Service ..... Call or Email for Quote

Other Services

Deposition Officer $135

Deposition Production Copies ..... $0.20 – 1.00 per page

Mobile Notary (most cities) .....$175 - Email for Quote

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Conference Rooms *(minimum 3 hours)*

Big Conference Room	$200/per hour
Medium Conference Room	$150/per hour
Small Conference Room	$100/per hour

Paralegal Support Services

Clerical/Admin (file sorting, administrative tasks)	$75/per hour
Paralegal General Services (small filings, case management, etc.)	$100/per hour
Discovery	$150/per hour
Trial Preparation	$175/per hour
Rush Fee (Less than 2 Business Day Turnaround)	$250 Flat Fee + Hourly Rates

Photocopying, Scanning & Digital Services

Photocopying

Autofeed Copies *	$0.05 -.16 per page
Medium Litigation Copies *	$0.09 -.26 per page
Heavy Litigation Copies *	$0.13 -.32 per page
Glasswork Copies *	$0.20 -.48 per page
Black and White: letter or legal size	$0.25 -1.30 per page
Color Copies: letter or legal size	$0.55 -1.75 per page
Color Copies 11 x 17	$4.00 per page
Black and White oversized Copies	$2.20 per page

*(* see Grade Level Definitions Below)*

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Scanning & Digital

Scanning - letter/legal size	$0.13 - .32 per page
Glasswork Scanning	$0.20 - .48 per page
Color (8.5 x 11 or 8.5 x 14)	$0.35 - 1.10 per page
B& W Oversize Scanning	$5.00 per sq. ft.
Color Oversize Scanning	$9.00 per sq. ft.
Endorsing (Electronic Bates Numbering)	$0.04 per page
OCR	$0.06 per page
File Conversion	$0.04 per page
Native file conversion	$0.20 per page
Prints from Digital Media - all loose	$0.05-.14 per page
Prints from Digital Media w/color slip sheet per doc	$0.07-.20 per page
Re-constructed prints printed from Digital Media	$0.10-.30 per page
Color prints (letter or legal size)	$0.35 -1.30 per page
CD/DVD Duplication	$20.00 per disc
Tech Time - Database management, creation, and formatting spreadsheets	$175.00 per hour
Graphic Time	$175.00 per hour
Electronic Discovery	Call or Email for Quote
Forensics	Call or Email for Quote

On-Site Scanning & Photocopying

On- Site set-up fee - One-time charge	$175.00 per machine
On-Site copies/scanned pages	$0.44 per page
Color copies	$0.55 per page
Black & White Oversize	$3.00 per sq. ft.

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Exhibit Board – Black & White

18 x 24 ..... $35.00 Each

24 x 36 ..... $55.00 Each

30 x 40 ..... $75.00 Each

36 x 48 ..... $100.00 Each

48 x 60 ..... $140.00 Each

Exhibit Board – Color

18 X 24 ..... $60.00 Each

24 X 36 ..... $100.00 Each

30X 40 ..... $150.00 Each

36 X 48 ..... $180.00 Each

48 X 60 ..... $300.00 Each

Additional Services

Bates Labeling (created & applied) ..... $0.20 Per Label

VHS Conversion (up to 2hrs.)..... $75.00; $45 Add 1 Hr.

Micro Audio Conversion ..... $75.00 Per Tape

X-ray duplication ..... $30.00 Each

X-ray films printed from digital media ..... $30.00 Each

Mailing Services ..... Call or Email for Quote

* Grade Level Definitions

Level A (Autofed) - means no staples, clips, slip sheets, tabs/post-its, and all single-sided pages. A project in this category should run between 3000+ pages per hour.

Level B (Light Litigation) - has very few staples or clips, some slip sheets, and generally a large proportion of the documents can be copied via the auto-feeder. A project of this category should run between 1800-2500 pages per hour.

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Level C (Medium Litigation) - contains stapled/clipped sets from 10-20 pages each. There may be a few folders, tabs, or post-its. A project of this category should run between 800-1000 pages per hour.

Level D (Heavy Litigation) - Consists of stapled/clipped sets of between 2-10 pages each, and may include folders, heavy tabs, and/or post-its. A project of this category should run between 350-600 pages per hour.

Level E (Glasswork) - means documents that cannot be duplicated via machine document feeder, and thus, must be placed directly on the copy machine glass and be copied on a page-by-page basis. Typically, these include business cards, checks, odd-sized documents, register receipts, etc. A project of this category should run between 100-250 pages per hour.