

Adetiq Ltd Pricing Schedule for Data Capture, Application and Survey Processsing services

Category	Service / Role	Unit	Price (£ ex VAT)	Description
Pre-processing	Envelope opening	Per item	£0.12	Secure opening and handling of inbound mail
Pre-processing	Survey preparation	Per item	£0.12	Sorting, batching and preparation of surveys prior to capture
Scanning	Document scanning	Per 1,000 images	£30.00	High-resolution scanning to PDF/TIFF A4 colour
Data Capture – Automated	OCR / Intelligent Capture	Per 1,000 characters	£2.00	Automated capture using OCR/IOCR/OMR technologies
Data Capture – Manual	Manual keying data capture	Per 1,000 keystrokes	£6.00	Manual data entry for free text or non-OCR documents
Secure Disposal	Secure destruction	Per 1,000 pages	£10.00	Secure shredding and recycling of original documents

Adetiq’s pricing model has been designed to provide **transparent, scalable and fair pricing** that reflects the varying nature of data capture activities.

Pricing is based on a **hybrid model**, combining transaction-based pricing for data capture activities with role-based day rates for management, quality assurance, and specialist support.

Where source documents are suitable for automated processing, data is captured using OCR and intelligent recognition technologies and charged per 1,000 characters.

Where documents contain free text, poor image quality or complex layouts, manual data entry is applied and charged per 1,000 keystrokes.

Role-based day rates apply where required for project management, workflow supervision, quality assurance, automation configuration or specialist intervention. This ensures buyers pay only for the level of expertise required.

All services are delivered by **UK-based, security-checked personnel** operating within **ISO 27001 and Cyber Essentials Plus certified environments**.

A working day is defined as **7.5 hours**, delivered during UK business hours.

All prices are exclusive of VAT, with no minimum volumes or hidden charges.

Pricing includes optional pre-processing services such as envelope opening and survey preparation, charged on a per-item basis. Where required, documents may be scanned prior to data capture and securely destroyed following processing, each charged as fixed unit rates. This ensures buyers can select only the services required and clearly calculate end-to-end costs.