

Adetiq Ltd Pricing Schedule for Document Scanning and Digitisation Services

Service Category	Service Name	Unit	Price (£ ex VAT)	Description
Document Preparation	Standard document preparation	Per 1,000 pages	£40.00	Removal of staples, paperclips, light sorting and alignment
Document Preparation	Complex document preparation	Per 1,000 pages	£80.00	Heavily stapled, damaged or mixed-size documents
Document Preparation	Boxed document preparation	Per archive box	£12.00	Preparation of boxed or unsorted archive material
Scanning	Black & white scanning	Per 1,000 pages	£30.00	300dpi, A4/A3, PDF output
Scanning	Colour scanning	Per 1,000 pages	£45.00	300dpi, colour PDF output
Optional Services	OCR (searchable PDF)	Per 1,000 pages	£10.00	Optical Character Recognition
Optional Services	Indexing & file naming	per index	£0.30	Up to 30 character Index Field
Optional Services	Secure media delivery	Per device	£25.00	Encrypted USB or HDD delivery
Optional Services	Secure destruction	Per 1,000 pages	£10.00	Secure shredding and recycling

Adetiq's pricing has been structured to provide **transparent, fair and competitive unit-based costs**, enabling public sector buyers to easily calculate total project costs. Our pricing reflects **current UK market rates** for professional document scanning services, whilst ensuring delivery is undertaken entirely by **UK-based, security-cleared personnel** within **ISO 27001 and Cyber Essentials Plus certified environments**.

Transparent and Flexible Pricing Model

Pricing is broken down into clearly defined service components, including:

- Document preparation
- Document scanning
- Optional value-added services such as OCR, indexing and secure destruction

This approach allows buyers to pay only for the services required and accommodates variations in document condition, complexity and output requirements without hidden costs.

Preparation and Scanning Charged Separately

Document preparation is priced separately from scanning to reflect the **variable condition of source materials** typically encountered across public sector archives.

Preparation services are categorised into standard and complex preparation, ensuring clarity and fairness where additional handling effort is required.

Scanning charges are based on a **fixed cost per 1,000 pages**, providing predictable pricing for both small and large-scale digitisation projects.

Competitive Market Positioning

Adetiq's scanning rates are positioned **competitively within the UK document scanning market**, offering strong value for money while maintaining high standards of quality, security and compliance. Unlike lower-cost providers that may rely on offshore or home-based processing, all services are delivered from secure UK offices by trained personnel.

No Minimum Volumes or Hidden Charges

There are:

- No minimum order volumes
- No "from" pricing
- No conditional or negotiable pricing

All prices are published as fixed unit rates (exclusive of VAT), ensuring full compliance with G-Cloud pricing requirements and enabling straightforward procurement.

Value Beyond Price

Adetiq's pricing reflects not only the physical act of scanning but the **end-to-end managed service**, including project management, audit trails, quality assurance, secure handling, and compliance with public sector governance requirements.