

Scanning & Digitisation Pricing Overview

G-Cloud 15 Framework



1 Scanning & Digitisation – Pricing Overview

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1.1 1. Setup & Configuration

Item	Price (ex. VAT)	Inclusions
Scanning & Digitisation Setup	£650 per day	Setup tailored to client-specific requirements, including onboarding, classification rules, indexing schema build, file naming structures, workflow configuration, secure data transfer setup (SFTP/API), and quality control standards.

1.2 2. Production Pricing (Per Page / Per Invoice)

Digitisation is carried out within secure, UK-based ISO-certified environments with BS10008 evidential integrity, controlled capture, audit trails, and tamper-evident processing.

Example 1 – HR, Pensions, Property & Corporate Records

Item	Assumptions	Price (ex. VAT)
Per page scanned	~50 pages per document, 3 index fields captured (e.g., Name, Ref No, Record Type)	Up to £0.062 per page (6.2p)

Example 2 – Medical Records

Item	Assumptions	Price (ex. VAT)
Per page scanned	~70 pages per file, 3 index fields (e.g., NHS No, DOB, Patient Name). Supports clinical document integrity & BS10008 evidential requirements.	Up to £0.20 per page (20p)

Example 3 – Mailroom Correspondence (Digital Mailroom)

Item	Assumptions	Price (ex. VAT)
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Per page scanned	2 pages per envelope, 1 index field (e.g., Case ID). Supports automated routing & workflow integration.	Up to £0.11 per page (11p)
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Example 4 – Invoice Processing

Item	Assumptions	Price (ex. VAT)
Per invoice processed	1 page per invoice, 10 data fields captured (e.g., supplier, PO, GL code, value). AI-enhanced extraction supported.	£0.55 per invoice (55p)

3. Inclusions Across All Scanning Services

All digitisation activity is delivered following Capita's secure and compliant operating model:

Security & Compliance

- UK-based secure processing facilities (ISO 27001, ISO 27017, ISO 27018, ISO 9001, ISO 22301)
- BS10008 evidential integrity procedures applied to scanned outputs
- Encryption in transit (TLS 1.2+) and at rest (AES-256)
- Role-based access control & MFA for privileged actions
- Immutable audit logging for all processing activity

Digitisation Quality & Technical Controls

- 300–600 dpi, colour/greyscale, duplex scanning (PDF/A, TIFF G4, Searchable PDF)
- Agreed segmentation rules (batching, separation, metadata mapping)
- Sampling-based quality control with exception handling & rework
- OCR/ICR and automated data extraction included where required

AI-Enhanced Capabilities

- AI-driven classification, entity extraction & metadata tagging
- Intelligent routing/workflow automation for high-volume records
- Optional GenAI summarisation and interpretation of complex documents

Integration & Delivery

- Secure SFTP/API output
- Configurable file naming and folder structures
- Output formats align to ECM, EDRMS, case management, or line-of-business systems

4. Optional Services (POA)

- Large-scale backfile conversion
- Migration from legacy record repositories
- Digital mailroom automation with workflow integration
- Advanced data extraction & AI-driven triage
- Customer Communications Management (print/email/SMS)
- Physical records storage & secure destruction

5. Additional Notes

- All prices exclude VAT
- Minimum contract term aligned with G-Cloud 15
- Pricing subject to CCS call-off agreement and due diligence
- Volume-based pricing models and blended day rates available on request