

Mount Print Shop Scanning Services

High volume scanning service is available from the Mount Print Shop. A secure and confidential service providing exceptionally high quality scans of your documents based on your specifications. The Print Team will work with you to select the options that are right for you, ensuring the end product meets your expectations.

Available Specifications

File Type: Multi-page PDF¹

Size: Up to 11" x 17" scanning area available. Custom scan sizes accepted

DPI: 200, 300, 400 and 600 dpi available

Colour: Full Color, Grayscale, and Black and White

Sides: 1 or 2-Sided scanning available.

Security

Secure Shred location

Secure, limited access folder specific to your scanning project.

File Finishing

File checked for accuracy and clarity

PDF/A available upon request

Re-stapling is NOT available

Original document handling based on terms of project (e.g. return original or shred)

Project Preparation

All scanning projects must be coordinated with Marilyn Singer, ext 6135. No files will be accepted until you receive confirmation that your project is scheduled to begin. There is a waiting list; prioritization of scan orders is based on first-come, first-served. Alternate prioritization may be assessed.

Limited availability during peak periods.²

All paper clips and staples should be removed in preparation of scanning.³

Files must be in a good condition for scanning.⁴

Project Cost

Individually assessed based on file quantity, page count and file preparation. Email

Marilyn.Singer@msvu.ca for a quote request.

¹ TIFF format is no longer available for high volume service. PDF/A provides the highest security scanning available.

² Peak periods: September – December, January – May

³ Removing staples, clips or other file preparation may incur additional handling fees.

⁴ Damaged materials may incur additional handling fees.