

PAPER & IMAGE ESTIMATOR

HOW TO ESTIMATE YOUR VOLUMES OF PAPER



When estimating the cost of a document or media conversion project, one of the primary factors is the volume of content. The following guidelines will help you make a preliminary estimate of the number of images (paper or media) your organization needs to convert into accessible digital files. These industry-standard measurement tools are the same ones QAI uses when assessing a conversion project.

STANDARD DOCUMENT STORAGE



Unbound Paper
150-175 pages per inch



Standard File Box
2,250-2,625 pages per box
15 x 12 x 10 inches



Banker Style Box
4,500-5,000 pages per box
24 x 12 x 10.25 inches



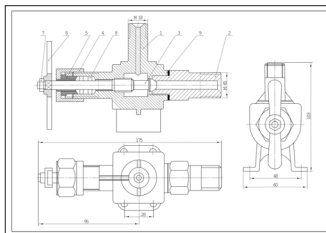
Vertical File Cabinet
3,500-4,000 pages per drawer



Lateral File Cabinet
5,500-6,000 pages per drawer



Color Photos
100-120 photos per inch



Engineering Drawing (unfolded)
125-150 sheets per inch



Open Shelving
1,500 pages per horizontal foot

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POPULAR BOUND DOCUMENT STORAGE



1" Binder
250-275 pages each



2" Binder
450-480 pages each



3" Binder
650-670 pages each



4" Binder
750-780 pages each



5" Binder
950-1050 pages each



2-Hole 1" Binder
225-240 pages each



2-Hole 2" Binder
450-480 pages each



Velo Binder
200-300 pages each



Plastic Coil/Spiral Binder
175-200 pages each

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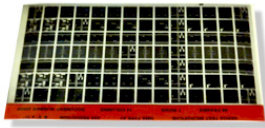

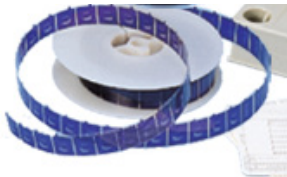
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MICROFILM TYPES & ESTIMATING IMAGES

IMAGE REDUCTION	
Popular Filming Reductions	Approximate Image Size
24x	9.0mm wide and 11.5mm tall
31x	7.5mm wide and 9.5mm tall
42x	5.0mm wide and 6.5mm tall

There are other reductions, such as: 19x, 36x 48x, or 54x, but the above are most common.

FILM POLARITY	
Negative Film	Positive Film


MASTERS OR DUPLICATES?	
105mm Master Microfiche	105mm Duplicate Microfiche
Identify by: NO color stripe at the top of the film images ALWAYS B/W on clear film	Identify by: Color stripe at the top of the film and images can be blue in color
	
16mm Master Rolls	16mm Duplicate Rolls
Identify by: Images always black, thicker film and usually in a black plastic or paper film box.	Identify by: Blue images, thin film, loaded into a C-Clip, 3M style or other type of cartridge.
	


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MICROFILM TYPES & ESTIMATING IMAGES

	MICROFICHE IMAGES PER FICHE/JACKET		
	Step and Repeat Microfilm	Jacketed Microfilm	COM Microfilm
	Identify by: Images are cleanly spaced and images are generally straight and clean. Can contain portrait and landscape docs.	Identify by: Plastic sleeves with strips of 16mm film inserted into 5 or 7 horizontal pockets and a typewriter style title.	Identify by: Images are perfectly straight, all the same size and evenly spaced very tightly and contain rows.
Multiply rows and columns for an image count.	Multiply rows and columns for an image count.	Multiply rows and columns for an image count.	

	16MM IMAGES PER ROLL		
	16mm Rolls - 24x Reduction	16mm Rolls - 31x Reduction	16mm Rolls - 42x Reduction
	Labels usually report the number of images. Approx. 2,000-2,400 8.5" x 11" images per 100' roll.	Labels usually report the number of images. Approx. 2,500-2,800 8.5" x 11" images per 100' roll.	Labels usually report the number of images. Approx. 4,000-4,300 8.5" x 11" images per 100' roll.

	35MM APERTURE CARDS
	Aperture Cards
	125-135 cards per inch