

GBS DOCUMENT IMAGING SERVICES CATALOG 2026



Andrea Cinadr – Health Commissioner
113 Harding Way East
Galion, OH 44833

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This catalog of services is subject to change without prior notice. Please call GBS at (330) 797-2700 at your convenience to learn more or to ask questions about promotions, discounts, and or new offerings.

Pricing is valid for 60 days.

OVERVIEW



GBS has been in business since 1971.

GBS is an employee-owned company (ESOP) headquartered in Canton, Ohio.

*GBS maintains a **HIPAA-aligned privacy and security** program and are **HITRUST Certified**. Upon request, we will execute a Business Associate Agreement (BAA), where applicable, and implement appropriate administrative, technical, and physical safeguards to protect PHI in accordance with HIPAA requirements.*

GBS Document Imaging does not utilize off-shore services to provide project support or labor. All work is completed by GBS (Ohio), unless otherwise noted on your Statement of Work.

GBS Document Imaging and the Document Scanning / Conversion Bureau is located at 1035 N. Meridian Road in Youngstown, Ohio (44509). This facility houses all operations related to the task of scanning and processing documents. GBS does not outsource any tasks or work related to the processing of documents, unless otherwise noted in your specific scope of work.

GBS completed a major remodel to the conversion / service bureau in 2004. This remodel transitioned our 8-person office into a full-service center that can support up to 36 processors and project agents.

Our service bureau is equipped with modern high volume / high speed document scanners, large format scanners, book scanners, as well as a microfilm / microfiche device for special projects. Our capture network supports the expedited processing of all documents while maintaining the highest level of image quality and indexing accuracy. Our variable output methods have always allowed our customers to receive converted data in a manner that is most useful and acceptable to the customer.

OUR TEAM

Our Document Imaging team is here to serve you! Our management team is as follows:

Simone J Ugolini Executive Director of Document Imaging simoneu@gbscorp.com 330-797-2700 ext. 2312	Matt Reino Senior Account Executive / Warehouse Coordinator mattr@gbscorp.com 330-797-2700 ext. 2314
Angela Joseph Director of Document Conversion Services angelaj@gbscorp.com 330-797-2700 ext. 2341	Tony Rich Document Imaging Support Manager tonyr@gbscorp.com 330-797-2700 ext. 2320
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SERVICES AND PRICING

The following information includes pricing for common, uncommon, and custom services. Pricing and Statement of Work (SOW) can be found on pages 3-9.

Definitions for each service can be seen below the pricing table.

Service Short Description	How is it priced?
1. Box Transportation / Storage Services	
1a. Consultation services (New Projects, Capabilities, Enhancements)	No Charge
1b. Box Transportation Fee per box: Up to 40 Standard Size or 25 Large Size in one trip	
- Standard Size Bankers boxes (10" by 12" by 15" or thereabout)	\$5.00 per box
- Large Size Bankers boxes (10" by 12" by 24" or thereabout)	\$8.00 per box
1c. Box Staging / Inventory Control	Custom Pricing
1d. Standard Bankers Box Monthly Storage Fees, Per Box (10" by 12" by 15" or thereabout)	\$1.89 per box
1d-2. Large Bankers Box Monthly Storage Fees, Per Box (10" by 12" by 24" or thereabout)	\$2.09 per box
1e. Retrievals / Box, File, and or Document Pulls	\$10.25 per pull
1f. Retrievals / Scan on Demand to Email, FTP, or Content Management Solution	\$0.25 per image
1g. Scheduled Reoccurring Box Pick-Up services for any volume	Custom Pricing
1h. Box Delivery to GBS via 3 rd party Truck or Courier / Receiving and Inventory	\$1.65 per box
1i. Standard Bankers Boxes (Direct Shipped) per 10 boxes size 10" by 12" by 15" Document (\$4.25 per box)	\$37.50 (per 10)
1j. File packing labor (boxing of files from cabinet or shelf) per hour fee, per laborer. 2 Laborer / 4 hour minimum.	\$49.00 per hour, per laborer
2. Box Staging and Prep Services	
2a. File Inventory without imaging (for File Tracking Services)	\$0.29 per file
2b. File Prioritization / Filtering / Re-boxing from Original container	Custom Pricing
2c. Advanced File Preparation for Scanning	\$31.00 per hour
2d. Standard File Preparation for Scanning	No Charge / Included
2e. Film and Fiche Handling / Preparation Services	\$29.00 per hour
3. Scanning Services	
3a. Black and White Scanning for documents up to 11" by 17" in size (per image)	9.5 cents
3b. Color Scanning for documents up to 11" by 17" in size (per image)	12.0 cents

3c. Large Format Scanning for documents up to 36 inches wide (per image)	\$1.65
3d. Bound Book Scanning (per image)	59.0 cents
3e. Microfilm 16mm, 32mm common format per roll, indexed at the roll level Microfiche scanning, per common format card, indexed at the card level	\$24.90 per roll flat rate \$1.75 – \$5.25 per card
3f. Onsite Scanning at your location	Custom Pricing
4. Document / File Indexing (Validation)	
4a. Indexing by the field per value, after two values (first two values included in per image price)	.015 cents
4b. Indexing by the keystroke (uncommon)	From .009 cents
4c. Database Lookup / Database Connectivity to Static Data File	No charge
4d. Indexing (only) as a service	\$36 per hour
5. Delivery of Output (Physical Delivery / Upload / Publish)	
5a. Transfer using Customer Secure FTP	No Charge
5b. Upload to Customer Content Management Solution using established process	No Charge
5c. Output to Portable Storage Device / Hard Drive, based on storage size and security requirement	\$40 - \$375 per device
5d. Shipping Related Fees, where applicable	Billed as actual
6. Post Scanning and Processing Services	
6a. Certified Document Destruction Services, any size, any amount	\$0.30 per pound
6b. Standard Bankers Box Storage Monthly Fee, Per Box (10" by 12" by 15" or thereabout)	\$1.89 per box
6b-2. Large Bankers Box Storage Monthly Fee, Per Box (10" by 12" by 24" or thereabout)	\$2.09 per box
6c. Box Return to Customer Site or Customer Storage Location	Custom Pricing
7. Other Custom Services	
7a. Processing Electronic Data (instead of Paper)	Custom Pricing
7b. Mail Room or Lock Box Services	Custom Pricing
7c. Letter Printing and Mail Services	Custom Pricing
8. Support and Technical Services	
8a. Support Level Professional Services (No active maintenance and support)	\$185 per hour
8b. Support-based Professional Services (with Active maintenance and support) (10% discount)	\$170 per hour
8c. API or Developer Level Professional Services	\$195 per hour

Service Definitions:

1a. Consultation services

If you are just getting started with your project(s) or you have more questions than answers, don't fret! Allow us to join a phone call or come on site to help you assess the project(s) and its potential costs. We can help you define your needs and execute a plan.

1b. Box Pick-Up / Transportation from your facility to ours (up to 40 standard size banker boxes or 25 large banker boxes)

GBS can provide the labor, supplies and equipment it will take to relocate files or boxes to our facility for processing or storage. We can pack boxes from cabinets, re-box degraded boxes, create an inventory log, and pallet your boxes for loading and transportation to our facility.

*If quantities are more than 40 standard size or 25 large size banker boxes, then custom pricing will for transportation will apply.

1c. Box Staging / Inventory Control

If needed, new boxes to our facility can be staged in a manner where a custom work order can be executed. (Example: Remove and Re-box files that are dated prior to 2010)

1d. Standard Bankers Box Monthly Storage Fees, Per Box (10" by 12" by 15" or thereabout)

Our monthly box storage fees are fair and straightforward. No long-term commitment is required. Storage occurs at our main facility where our conversion service center is located.

High volume storage customers, storing more than 3,500 boxes in any single month pay as little as \$1.59 per box, depending on box size and other factors.

1d-2. Large Bankers Box Monthly Storage Fees, Per Box (10" by 12" by 24" or thereabout)

Our monthly box storage fees are fair and straightforward. No long-term commitment is required. Storage occurs at our main facility where our conversion service center is located.

High volume storage customers, storing more than 3,500 boxes in any single month pay as little as \$1.69 per box, depending on box size and other factors.

1e. Retrievals / Box, File, and or Document Pulls

When you need a box or file that is in our possession, call our center and speak with a live person to coordinate a box or file pull! It is quick and easy. You may also email our center, if you prefer. These requests are generally fulfilled in less than two hours (under normal circumstances)

1f. Retrievals / Scan on Demand to Email, FTP, or Content Management Solution

Similar to the above service, we offer scan-on-demand services so that when a file is being sought, we pull it and digitize it for you, in lieu of returning the physical file,

1g. Scheduled Box Pick-Up services

Many of our customers will ask for a weekly, monthly, quarterly box pick up from their busiest locations. GBS can put you into a standard rotation and often offer this free of charge depending on your location and average number of boxes.

1h. Box Delivery to GBS via Truck or Courier / Receiving and Inventory

Many customers that produce low volumes of files will often just ship them to our door via FedEx or UPS for processing. This allows the customer to avoid pick-up fees, while having full discretion on when to send them. Courier or shipping fees are usually paid direct by the customer.

1i. Standard Bankers Box (Direct Shipped) per 10 boxes size 10" by 12" by 15"

Basic-duty, 350 lbs. stacking strength, standard set-up construction for moderate stacking with shelving. 10 pack Assembled Dimensions: 10"H x 12"W x 15"L. Lift-off lid ships attached to prevent lid loss, then tears off for use. Double wall, single wall construction.

1j. File packing labor (boxing of files from cabinet or shelf) per hour fee, per laborer. 2 Laborer / 4 hour minimum.

GBS-screened and employed labor for file and box packing objectives. Minimum two-person team, minimum 4 hours of time. Travel time included. Travel expenses may apply and are billed as actual. Travel expenses are quoted in advanced when applicable.

2a. File Inventory without imaging (for File Tracking Services)

GBS can be tasked with creating a log or inventory of the content of a box by file name. This service is often bundled with Content Management Software for File Tracking objectives.

2b. File Prioritization / Filtering / Re-boxing from Original container

Many customers do not have the bandwidth to traverse large numbers of boxes to remove or reclassify content. GBS provides this service so that customers don't have to continue to struggle if there original boxing of files was inconsistent or now requires change.

2c. Advanced File Preparation for Scanning

Any special or custom process that must be performed prior to, during, or after the scanning of images. This includes services such as file reassembly, custom separation of sub-doc types, and file repair charged by the hour.

2d. Standard File Preparation for Scanning

Basic service that includes the removal of paper clips and staples, unfolding of pages, repositioning of memos, and insertion of standard file level break sheets (where needed).

2e. Film and Fiche Handling / Preparation Services

Includes mid-scanning profile adjustments and optimization, variable frame document creation / separation, and any other custom handling required based on condition and or document type.

3a. Black and White Scanning for documents up to 11" by 17" in size (per image)

This is the most commonly sought service for general business documents. Our scan process will help ensure that every image is right-side-up, clear and distinct, etc...

3b. Color Scanning for documents up to 11" by 17" in size (per image)

When certain jobs require the retention of color documents in a file, we can oblige.

3c. Large Format Scanning for documents up to 36 inches wide (per image)

Large format drawings come in a variety of sizes, but at GBS, our rule of thumb is that if it is larger than 11" by 17", it is scanned on our large format device. Our processors will test the scanning of your drawings to optimize the scan profile so that your project is successful.

3d. Bound Book Scanning (per image)

For books, binders, docket, etc... In many instances, our customers do not want to remove a binder for scanning. Our book scanner can capture an optimized version of a page or set of pages with the binder or crease affecting or skewing the image.

3e. Microfilm / Microfiche scanning per roll or per image

GBS has equipment to scan you microfilm and microfiche. Like most other scan jobs, these documents can be scanned to PDF, TIF, or JPG at the customers preference. This is specialized scanning that requires the processor to be patient and to apply learned expertise to capture the best images.

Indexing for Microfilm and Microfiche is quoted at the roll or card level. This means one set of indexes will be applied per roll, or card. Indexing at the image or frame level adds cost. The amount is dependent on the requirements for document separation and the number of indexes.

3f. Onsite Scanning at your location

Onsite scanning is generally discouraged because of the overall costs that accrue from doing the job outside of our own service center, that said, we realize that customers may have a pressing requirement or need for an onsite job, and in most cases, GBS can fulfill that need. As a general rule of thumb, quotes for onsite work are usually **3-5 times higher** than work completed at the GBS scan center.

4a. Indexing by the field

After a document is scanned, our GBS indexers (or validators) will look at the first page of the file for an account number, a file ID, a patient or student ID number, a name, etc... Any label(s) that the customer wants to have the set of images related back to searching and retrieving. GBS most commonly charges by the index field; however, we may work this cost into the image price based on the overall number of files and selected index values.

4b. Indexing by the keystroke

Less commonly used, GBS can also charge a customer for indexing by the keystroke. This method will tally the total number of keystrokes used to index a file, times as many files.

4c. Database Lookup / Database Connectivity to Static Data File

If your documents have a related database or if a data file can be produced, like CSV or txt (with any standard delimiter), or if records have been catalogued in software like Excel, we may be able to leverage that data to enhance or enrich indexing without having to charge for the fields or keystrokes... This is based on the presence of a key field that can be read (barcode), recognized, or manually keyed, that when entered, can trigger a look-up of additional record fields and treat those fields as part of the indexing.

4d. Indexing (only) as a service

This is a special service provided to clients that use their own infrastructure to scan and index documents, where they have fallen behind on the indexing and need assistance processing records. GBS indexers perform this task from GBS under supervision, on a network and PC that is secure and protected. This generally requires a cloud-based system that will allow for remote indexers. Capability has to exist in core software.

5a. Transfer using Customer Secure FTP

The delivery of processed data to a customer via their secure FTP site.

5b. Upload to Customer Content Management Solution using established process

If customer has content management where content is to be uploaded, GBS can use customer specific software or tools to upload direct to that system. GBS supports a number of direct upload processes already, with the primary solutions being FileBound and/or DocMgt.

5c. Output to Portable Storage Device / Hard Drive

Completed project output can be written to a portable USB storage device and delivered to the customer. Drive cost is related back to storage capacity.

5d. Shipping Related Fees, where applicable

When 3rd Party are used to ship or move boxes, charges are as actual or as billed to GBS.

6a. Certified Document Destruction Services, any size, any amount

Shredding can be performed by any provider of the customers choice. If the customer does not have a preference, GBS will use their current Shred / Document Destruction Vendor. The per pound charge includes a formal certificate of destruction.

6b. Standard Bankers Box Storage Monthly Fee, Per Box (10" by 12" by 15" or thereabout)

Our flat rate monthly box storage fees are fair and straightforward. No long-term commitment is required. Storage occurs at our main facility where our conversion service center is located.

High volume storage customers, storing more than 3,500 boxes in any single month pay as little as \$1.59 per box, depending on box size and other factors.

6b-2. Large Bankers Box Storage Monthly Fee, Per Box (10" by 12" by 24" or thereabout)

Our flat rate monthly box storage fees are fair and straightforward. No long-term commitment is required. Storage occurs at our main facility where our conversion service center is located.

High volume storage customers, storing more than 3,500 boxes in any single month pay as little as \$1.69 per box, depending on box size and other factors.

6c. Box Return to Customer Site or Customer Storage Location

GBS can be engaged to return boxes in small or large amounts, where the customer does not want storage or destruction services.

7a. Processing Electronic Data (instead of Paper)

GBS can help you bring order to electronic data just as we do with paper data. Customers will often present data in a folder structure that they wish to convert into a data-type file, or that they wish to upload into their respective Content Management solution.

7b. Mail Room or Lock Box Services

GBS can be engaged to receive direct mail for imaging and workflow processing. GBS can also be engaged for the production and delivery of letters, such as denial or rejection type letters through the use of a simple workflow tool. If you have a custom need that sounds similar, please let us know as we commonly build custom solutions.

7c. Letter Printing and Mail Services

Relates to 7b. GBS can deliver email notifications or physical paper-based regular mail notifications to accommodate requirements in your business process. (Example: monthly statements, denial-type letters, etc...)

8a. Support Level Professional Services (No active maintenance and support)

Reinstallations, Migrations, Software Configurations, Database Management, Custom Reporting, other services that fall outside the standard maintenance and support agreement that do not require a developer.

8b. Support Level Professional Services (With active maintenance and support)

Reinstallations, Migrations, Software Configurations, Database Management, Custom Reporting, other services that fall outside the standard maintenance and support agreement that do not require a developer.

8c. API or Developer Level Professional Services

Our GBS Dev team is at hand to help with API-related needs, custom development, etc...

GALION CITY HEALTH DEPARTMENT - STATEMENT OF WORK/SERVICES & PRICING

GBS Corp will provide document conversion services for [Galion City Health Department] at our Youngstown, Ohio facility based on the following descriptions and specifications. Any deviations from this document will initiate a change order and could result in price variations. Services can be added to this agreement as requested by both parties. Any such additions must be clearly documented and signed by both parties to ensure mutual understanding of services requested and work to be provided.

Pickup: Volume of Boxes, To Be Determined (Standard Size)

Document Types:

1. Tuberculosis Tests (TB) – Scan

- **Index Values:** Last Name, First Name
- **Volume:** To Be Determined
 - *If Shredding boxes of files after scanning, cost is based on how many total pounds (LBs.)*

2. Patient Charts – (Scan)

- **Index Values:** Last Name, First Name
- **Volume:** To Be Determined
 - *If Shredding boxes of files after scanning, cost is based on how many total pounds (LBs.)*

3. Miscellaneous Files – (Scan)

- **Notes:** Doc Types and Index Values are based on further discovery
- **Volume:** To Be Determined based on further discovery
 - *If Shredding boxes of files after scanning, cost is based on how many total pounds (LBs.)*

***Disclaimer:** **GBS Estimated Volumes are based on single-sided pages. Double-sided pages would equal 2 images.
GBS only bills based on actual number of images our scanners process for scanning. For secure document Shredding, GBS bills based on actual weight (pounds or Lbs.) of paper material within each box.

- All documents to be scanned in Black and White, Multipage PDFs (folder to folder with no separations within folders)
- Documents will be scanned with OCR (*Optical Character Recognition*) in addition to manually keyed index fields.
- GBS can provide data back to customer in raw data/text form or import data into its DocMgt Software for secure, easy access.
- Customer will decide next steps with the hardcopy of scanned material when completed – GBS can bring back the hardcopy, provide its Secure Shredding Services, or provide GBS Warehouse Storage Services in its secure, Youngstown, Ohio facility.

*Projects are estimated to provide customer numbers for safe budgeting purposes.
(GBS will bill the customer based on actual images produced.)*

What applies to this project from above pricing:

Scanned Files: 1b., 2c., 2d., 3a. (1e., 1f., 3b., 5b., 5c., 6c. are optional)

Secure Shredding of Files: 6a. is optional

Estimated total costs: \$237.79 per 10" box of TB Index Cards (1,075 cards per box); 12.5 total hours advanced prep, or 4.16 hours per box.

- 3,220 total card images in the sample box = \$713.37 for 3 boxes worth of cards.
- (includes pickup, advanced prep, scan in black and white, index, and secure shredding services)

\$196.16 for what was scanned in standard size paper. (1,949 images in the sample box)

- If entire box was at maximum capacity, cost could be up to \$271.50 per standard size banker box.
- (includes pickup, standard prep, scan in black and white, index, and secure shredding services)

**** All Pricing above is valid for 60 days.**

CUSTOMER SIGNATURE OF ACCEPTANCE:

DATE:

PURCHASE ORDER/PO# (IF APPLICABLE) : _____