Estimating Page and Image Volumes

In addition to using this guide to estimate the number of pages in the project estimate the:

1. Average number of pages per file folder
2. Average number of documents per file folder
3. Average number of staples / fasteners per document
4. Percent of documents that are double side

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**Standard Document Storage**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbound Paper</td>
<td>150-175 Pages Per Inch</td>
</tr>
<tr>
<td>Standard File Box</td>
<td>2,000 - 2,500 Pages Per Box</td>
</tr>
<tr>
<td>Banker Style Boxes</td>
<td>4,500 - 5,000 Pages Per Box</td>
</tr>
<tr>
<td>Vertical File Cabinet</td>
<td>3,500 - 4,000 Pages Per Drawer</td>
</tr>
<tr>
<td>Lateral File Cabinet</td>
<td>5,500 - 6,000 Pages Per Drawer</td>
</tr>
<tr>
<td>Open Shelving</td>
<td>1,500 Pages Per Horizontal Foot</td>
</tr>
<tr>
<td>Color Photos</td>
<td>100 - 120 Photos Per Inch</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>125 - 150 Sheets Per Inch</td>
</tr>
</tbody>
</table>

(unfolded)
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  
Per Inch

Velo Binder  
200 - 300 Pages  
Per Each

Plastic Coil/Spiral Binder  
175 - 200 Maximum 
Pages Each

Note: Film & Fiche is not our core business and will be considered only as part of a larger overall services offering.