

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

Standard Document Storage



Unbound Paper
150-175 Pages Per Inch



Standard File Box
2,000 - 2,500 Pages Per Box



Banker Style Boxes
4,500 - 5,000 Pages Per Box



Vertical File Cabinet
3,500 - 4,000 Pages
Per Drawer



Open Shelving
1,500 Pages Per
Horizontal Foot



Lateral File Cabinet
5,500 - 6,000 Pages
Per Drawer

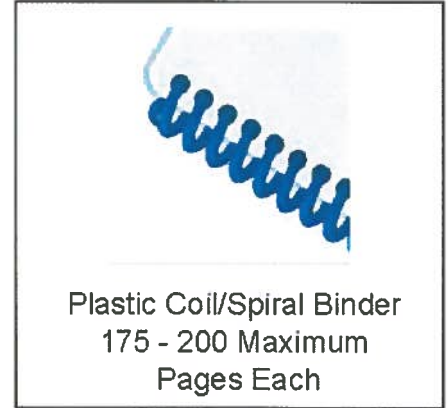
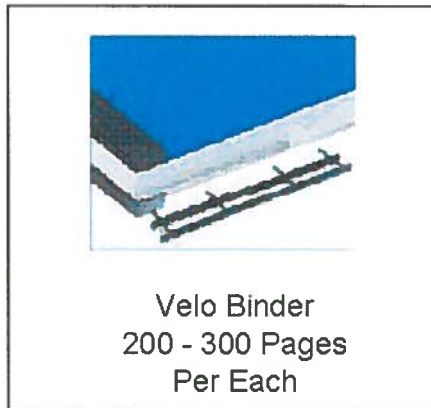
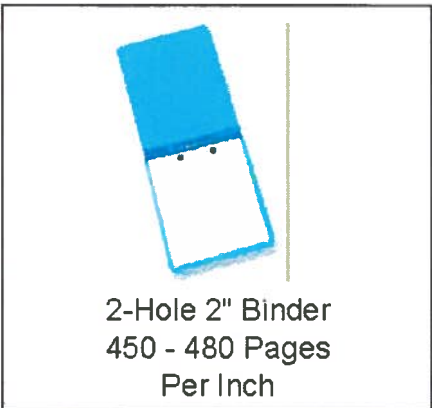
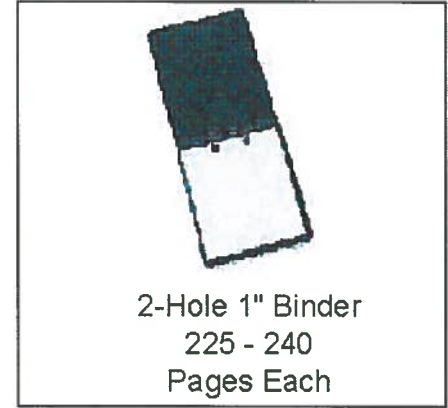
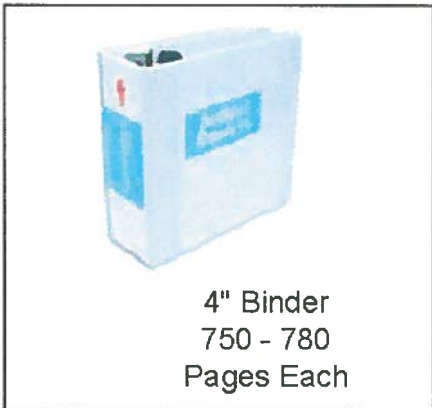
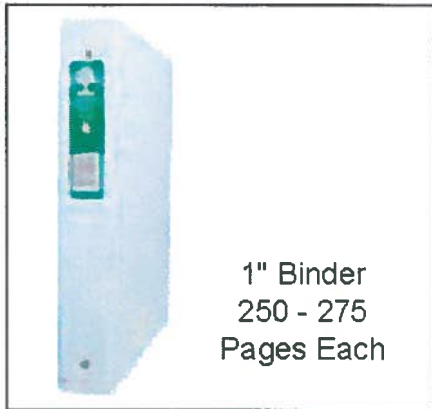


Color Photos
100 - 120 Photos
Per Inch



Engineering Drawing
(unfolded)
125 - 150 Sheets Per Inch

Bound Document Storage



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