

Address:

7452 Rivermont Trail House Springs, Missouri 63051 Phone (636) 375.9999 www.pdfdocument.com

Order form 2023

Name:	City, State and Zip:		
Company:	Email:		
Daytime phone number:	Do you want your books returned? Choose one	please	
	(UPS ground shipping charges will be applied)	NO □	
ORDER FORM FOR SCANNING AND CONVERSION / MICROSOFT WORD Print this form and include it in your package when shipping.			
□ \$0.59 per page - Cut page (<i>Destructive</i>) s	scanning and conversion to Microsoft Word.		
□ \$1.22 per page - (<i>Non-Destructive</i>) scanning and conversion to Microsoft Word.			
ALL SERVICES BELOW ARE OPTIONAL			
SELECT ALL SERVICES THAT YOU WOULD LIKE TO ORDER.			
□ \$0.14 per page - Remove page numbers and running headers in Microsoft Word document.			
□ \$2.50 each - High resolution color scan of your cover, back or dust jacket.			
□ \$1.95 per page - High resolution / 600 dpi (Flatbed) scanning of pages that contain photos.			
CORRECTIVE LINE EDITING SERVICES – PROOFING THE MICROSOFT WORD DOCUMENT			
□ \$1.67 per page (starting) - Corrective Line Editing - Proofing the Microsoft Word Document.			
 We guarantee a 99.9% error free Microsoft Word document that includes format adjustments. All pages / words will be manually reviewed and corrected, to match your book, by a Microsoft Word 			
professional. • Manual (word by word) review against your original pages correcting scanning conversion errors.			
 Manual (word by word) review against to Remove soft hyphens. Maintain paragr 			
Maintain the correct curvature of quotes, apostrophes and punctuation marks.			
 Maintain bold, italic and regular text. Includes proofing and correcting all font sizes. 			
□ \$2.77 per page - Corrective Line Editing for Endnotes, Index and Bibliography			
CONVERSION TO EBOOK FORMAT — EPUB AND MOBI			
□ \$200.00 per Title - Conversion to standard ePub and MOBI files. (Requires ordering Corrective Line Editing Service) eBook Conversions - \$200.00 per title up to 200 pages. Additional pages add \$0.75 per page. Formatting for ePUB / MOBI eBook files suitable for publishing on Amazon.			
Remove and/or apply page breaks necessary for eBook conversions.			
Creating your ePUB / MOBI with linked and active table of contents.			
FILE DELIVERY AND ARCHIVAL SERVICES / CHOOSE YOUR PREFERRED METHOD OF DELIVERY			
\square \$5.00 - Direct download link plus 3 year	s of back up archival file storage.		
□ \$15.00 - Direct download link plus USB Flash Drive plus 3 years of archival back up file storage.			
All projects must be paid in full before file deliv We will email you a "Request For Payment" link			

NOTES:

Date:



Phone (636) 375.9999 www.pdfdocument.com

Date:	Address:		
Name:	City, State and Zip:		
Company:	Email:		
Daytime phone number:	Do you want your books returned?		
		NO	
	ING AND CONVEDCION CED		
	ING AND CONVERSION SER	RVICES	
	ROBAT PDF FILES		
Print this form and include	le it in your package when shipping.		
CUT PAGE (DESTRUCTIVE) - BOOK SCANNING Page by page sheet fed scanning and conversion to Adobe Acrobat PDF. Pricing below for Bitonal (BW), Grayscale (GS) or Color (C) scanning settings.			
 □ \$0.27 / Page - Scanning cut pages - 600 dpi Bi-tonal (BW text) □ \$0.32 / Page - Scanning cut pages - 600 dpi Color or Grayscale (up to letter size) □ \$0.07 / Page - OCR Services - Searchable PDF Up to 6x9 page size. For larger page sizes please contact us for a quote. 			
ADDITIONAL SERVICES FOR PRINT ON DEMAND PDF FILES □ \$0.25 / Page - (POD – Print On Demand) Interior pages sized / manually centered text with matching white border on left, right , top and bottom - PDF file.			
OCR Services (Optical Character Recognition) Invisible layer of text that is behind the image. This allows the user to easily search for and locate any keyword or phrase within the PDF file.			
NON DESTRUCTIVE - BOOK SCANNING Your books will rest in a V shaped cradle during the scanning process. All books are returned in the same condition as they were sent. Pricing below for Bitonal (BW), Grayscale (GS) scan settings.			
□ \$0.57 Page - Scanning - 300 dpi - (Up to 8 □ \$0.62 Page - Scanning - 400 dpi - (Up to 8 □ \$0.77 Page - Scanning - 600 dpi - (Up to 8 □ \$0.97Page - Scanning - 600 dpi - (Size 17 □ \$0.07 Page - OCR Services - Searchable	3½x11 page size) 3½x11 page size) x22 page size)		
FILE DELIVERY AND ARCHIVAL SERVICES / CHOOSE YOUR PREFERRED METHOD OF DELIVERY \$5.00 / Direct download link plus 3 years of back up archival file storage.			

□ \$15.00 / Direct download link plus USB Flash Drive plus 3 years of archival back up file storage.



Phone (636) 375.9999 www.pdfdocument.com

All projects must be paid for in full before file delivery. We will email you a "Request for Payment" email when we complete your project.

HAND PLACED - FLATBED BOOK SCANNING

All projects must be paid in full before file delivery.

This service provides you with the highest quality files for pages that contain photos. Each page is hand placed on the glass for scanning and conversion to Adobe Acrobat PDF. Individual setting adjustments for each page are applied in order to provide you accurate digital images. Pricing below for Grayscale (GS) or Color (C) scanning settings.

images. Pricing below for Grayscale (GS) or Color (C) scanning settings.
□ \$1.95 / Page - Scanning - 600 dpi (Photo pages) □ \$2.95 / Page - Scanning - 1200 dpi (Photo pages) □ \$0.07 / Page - OCR Services - Searchable PDF
OVERSIZED FLATBED - BOOK SCANNING – NON DESTRUCTIVE For pages larger than 8½x11 that require flatbed scanning. Up to 11x14 page size. This service provides you with the highest quality files. Grayscale (GS) Color (C) scanning settings. Each page is hand placed on the glass for scanning and conversion to Adobe Acrobat PDF. Individual setting adjustments for each page are applied in order to provide you accurate digital images. Pricing below for Grayscale (GS) or Color (C) scanning settings.
\$2.35 / Page - Scanning - 300 dpi \$2.75 / Page - Scanning - 600 dpi \$0.07 / Page - OCR Services - Searchable PDF
FILE DELIVERY AND ARCHIVAL SERVICES / CHOOSE YOUR PREFERRED METHOD OF DELIVERY \$5.00 / Direct download link plus 3 years of back up archival file storage.
□ \$5.00 / Direct download link plus 3 years of back up archival file storage. □ \$15.00 / Direct download link plus USB Flash Drive plus 3 years of archival back up file storage.



We will email you a "Request For Payment" link in an email when your project is completed.

7452 Rivermont Trail House Springs, MO 63051 Phone: 636.375.9999 www.pdfdocument.com



Phone (636) 375.9999 www.pdfdocument.com

Date:	Address:
Name:	City, State and Zip:
Company:	Email:
Daytime phone number:	Do you want your books returned?
	☐ YES ☐ NO

ORDER FORM FOR SCANNING AND CONVERSION SERVICES OFFICE FILES ADOBE ACROBAT PDF FILES

Print this form and include it in your package.

Golden Images LLC, provides high quality scanning services. We have the capabilities to scan any size documents from index card size to large scale drawings. We will meet your scanning guidelines, timeframe, preferences about document formatting and arrangement. Pricing is based upon volume, prepping requirements, scanning resolution, and indexing specifications.

SCANNING OFFICE FILES:

- □ \$0.15 per page (starting) Inclusive Service Includes:
 - Document prep prior to scanning: removing staples, paperclips, etc.
 - Scanning and conversion to searchable Adobe Acrobat PDF files.
 - Scanning all documents including manila file folders.
 - All documents are scanned using 300 dpi / bi-tonal (BW) scan settings.
 - If you need a file during the scanning process call or email us and will provide that to you immediately.

OCR SERVICES - SEARCHABLE PDF FILES

□ \$0.07 per page - All files will be 100% fully text searchable.

DOCUMENT PREPARATION PRIOR TO SCANNING

□ \$0.02 per page – We provide complete document preparation services prior to scanning. These include: Document disassembly (Removing Staples, Paper Clips, and Pages from Fasteners) Page Separation from dividers or taken out of any pockets, unfolding pages, moving Post-It Notes, etc. to uncover important data, correcting upside down or backwards pages.



7452 Rivermont Trail House Springs, MO 63051 Phone: 636.375.9999 www.pdfdocument.com



Phone (636) 375.9999 www.pdfdocument.com



David S.

Stan makes the impossible possible. As the author of a book in 1993 when I was a reporter at Time magazine, I didn't know how easy and affordable it could be to create a digital version. Stan responded immediately and converted my book into a PDF file in just a couple of days. He couldn't have been kinder, and my book looks fantastic! I highly recommend his services. A+++ (David S. Senior Contributor, Forbes)

Alex B.

Very professional company. The scans came out beautifully. I would recommend this to anyone looking for high quality scans of books or documents. The customer service was wonderful. I recommend this place to everyone needing scanning projects done.

Aaron S.

Great communication and fast service. Helped me coordinate shipping an Amazon hardcopy of the book directly to him for scanning. Microsoft doc looked great. Thanks Stan.

Michelle H.

Excellent service! My grandfather used to scan his friend's old books and manuscripts one page at a time. It was time consuming, his scanner was not top quality, and there was the occasional human error. ... Switching to Golden Images LLC was one of the best decisions we made for his company! Friendly, professional service. Good communication. And excellent results!

Olive S.

We used Golden Images to scan books that our ministry published but are no longer in print. We tried another business at the same time, but the customer service with Golden Images was so more responsive than the competition and the scan that we got back was also much better and quicker. We have sent Golden Images several times since then and have been quite happy with the services.

Don C.

I decided to rewrite a book and screenplay I had published over thirty years ago. I had only the hard copy. I looked into having it retyped but it was too expensive. I am a senior, living mostly on social security. I found Stan at Golden Images and everything changed. He was experienced and knew exactly what I needed. He was able to put the whole book in Word Doc and now I'm going through my final polish. The story is better than ever and this could be a bestseller. He may help me put it into a format for Amazon Kindle. Thank you Stan for being so helpful and friendly and working to find a price I could afford.



Phone (636) 375.9999 www.pdfdocument.com

Lorie C.

Stan was genuinely interested in my project, was quick to answer all my questions, and made suggestions that worked for both my immediate needs as well as possible future needs. He and his team turned around the job much faster than I expected, with a 94.33% success rate for the first scan (more than 2000 pages from 9 books). The website information is easy to understand, the download portal is easy to use, and the pricing is excellent. It's such a treat to finally be able to do a PDF search through all these old books! I can't recommend Stan and Golden Images highly enough!

Rugger B.

Researched a good number of firms to entrust my documents to. The reviews on google were helpful. As a result, thought i'd add one too. Was seeking to get a number of books and other documents scanned (none copyrighted). Stan and his team were highly communicative, made helpful suggestions about how to best approach the project, and executed as described. Would use again and recommend to others.

Jim F.

Stan does excellent work. I highly recommend him.

Joe K.

I was glad to find Golden Images after much searching. They were fast, efficient, and reasonably price, saving me time and also the tedious work of editing scanned book pages. I highly recommend them. J. Kelly

Matt B.

I've been using Golden Images for several years for scanning projects ranging from a few pages to dozens of books. Stan and team always provide great service—fast, thorough, and good reproduction—including for the trickiest projects I've been able to throw at them. Highly recommend.

Jeffrey K.

I live more than 1000 miles from Golden Images, but upon a recommendation, when I needed to have an extremely rare and valuable book scanned, without harming the book, I turned to Stan at GI LLC. I wasn't disappointed. Stan took great care to listen to my needs, offer suggestions, and to reach out to collaborate when thorny technical issues arose. His rates were more than fair. The packaging that brought my book back to me (in excellent condition) was top-notch. The scanned document itself was first-rate and word searchable. I highly recommend Golden Images!

Lisa Q.

The BEST customer service! Stan personally worked with me and took a sincere interest in my project including patiently answering all of my questions! I had my scanned docs in no time at a very fair price.

Brian J.

Very professional. Stan does fast, high quality work.



Phone (636) 375.9999 www.pdfdocument.com

Elizabeth I.

If you care about your books, and I do, have them scanned by an expert. I have many image-heavy, oversize art books and Golden Images did a terrific job with these with personal service and a fast turnaround time. It is wonderful to have my important books in a portable format.

Adam G.

I have used Golden Images many, many times. They always have an incredibly fast turnaround and very high quality scans. I've never had any problem. Definitely recommended!

Jordan W.

Golden Images has scanned over a dozen volumes for me, often re-doing work at little or no extra charge when it fell short of my (little charge) or Mr. Drew's (no charge) standards and understandings of the job. These volumes have been scanned to such a quality as to permit reprinting and excerpting for classroom or other personal use. His attentiveness to the job at hand, his creativity in solving difficult problems (e.g. a moldy book with severely darkened pages), and his affability throughout have made me a committed customer.

Kimberly K.

Stan is wonderful to work with! He's prompt and efficient! I highly recommend his scanning services.

Kelly S.

I am very pleased with the books that I had Golden Images scan to pdf format recently. Many times in the course of my studies I am required to read a book for which no eBook or Kindle version exists. Having a company like Golden Images scan a book into pdf format is a big time saver and essential for my work. Thank you so much for your excellent service and courtesy!

Sharon T.

We were very pleased with the service we received from Golden Images, LLC. It was especially nice to be able to talk directly with someone who was aware of our needs and took an interest in our project.

Connie M.

Excellent services, fast turn around. If you are interested in professional scans, this is the place.

Janet G.

Excellent service and care. Highly recommend.

Meredith & Win B.

Cannot begin to say how extraordinary my experience was with Stan Drew of Golden Images. He fixed a wonky .mobi for me in no time at all, was always patient, and was happy to take my screen shots and cure the .mobi. He also took one of my husband's backlist books, scanned it, and turned it into a word doc, so that my husband could rewrite part of the book he wasn't thrilled about. (IBM in TX had scanned it previously, and the outcome was a nightmare.) THANK YOU GOLDEN IMAGES!



Phone (636) 375.9999 www.pdfdocument.com

Tracey W.

Stan and Golden Images was responsive, fast, and made my life so much better.

Leeds B.

Golden Images does excellent work on the most difficult material. I've sent him dense text material with many footnotes and font changes. They also work fast!

Jennifer F.

Great customer service from start to finish. I found this company on an online forum and it was highly recommended. Even though my project was small, the owner, Stan, called me and answered all of the questions I had posed in my initial email. The scans I received of my vintage fashion textbooks were far superior to the original books, very clear and readable text. I live thousands of miles away, but it was worth mailing my things for what are excellent results. Priced fairly for the quality.

TESTIMONIALS

Good Morning Stan, Thanks again for another prompt, well-done project.

Joe Regan – VP Operations – Transparent Language Inc.

I enthusiastically recommend Stan Drew and his team at GOLDEN IMAGES LLC in House Springs, MO for your document and book scanning and conversion services needs. Service is personal, delivered on time or before promised, and invoiced as quoted. Quality is excellent. **Richard Kelly – Atlanta Georgia**

When I decided to self-publish some of my backlist titles, I needed a company I could trust to scan original hardcover copies into digital format. Golden Images has done an impeccable job scanning my books! Fast, professional, with great attention to detail, and fantastic customer service - Golden Images has been an integral part of preparing my books for the marketplace.

Jackie Collins - New York Times bestseller author.

"Golden Images has enabled us to get 90 years of documents into an online searchable library at a very reasonable cost and an immense savings in time and personnel resources. They did what they said they would do and in the time frame they committed to. There is no higher recommendation."

John Jones - American Iris Society



Phone (636) 375.9999 www.pdfdocument.com

Golden Imaging has provided a service for us at Concordia Publishing House that not only the provides the best price, but great customer service and high quality scans. We have used Golden Imaging for all our scanning needs, even when other, more efficient options are available. Their price and quality is just that good.

Rick Angevine - Concordia Publishing House

"I'd heard that Golden Images was the best out there. They've more than proved it with seven of my books. And turn-around time was as little as two days. The titles were ready for Kindle, and selling, within three days after that."

John Maxim - Author of The Bannerman Series

I have used Golden Images for a number of my books and found them thoroughly professional, personable, and responsible. The quality of their services was topnotch, and I recommend them to any and all for the best and most accurate scanning services.

Robert Alexander - New York Times Bestseller Author

Golden Images LLC has been a great resource for all of our backlist fiction. They are quick and the files come back to us very clean. Stan has even worked with us over the years to offer alternate solutions in how he provides materials to us to accommodate our changing workflows. I highly recommend their services.

Sarah Cardillo - Senior Managing Editor - Sourcebooks, Inc

"Golden Images handled the scanning, conversion, and proofing of two of my previously-published books. I was very pleased with the quality, the communication, and the turnaround. These backlist titles will now have a new life as eBooks thanks to Golden Images."

James Curtis - Author

"To date, I have self-published a dozen of my previously published novels as e-books. Golden Images has scanned the last ten of them, giving me the highest quality work, fastest turn-around and best prices in the business. I have recommended them to other authors on various electronic publishing loops and continue to do so without reservation."

Shirl Henke - Author

"Stan Drew and his crew at Golden Images LLC are team players and do an excellent job in converting our books to PDF files. Great quality work, customer service and communication skills. You won't regret working with Golden Images LLC."

Anthony Stephens - Marketing Director - Jesse Stuart Foundation