

Price List

Reprographic & Records Certification Services

A. Charges for Copies		
No.	Category	Price (HK\$)
1	Photostat copy	2.1 / page
2	Self-service photocopying	0.6 / page
3	Microfilm copy, 35mm (selected frames)	Basic Charge: 292 / case + Individual Charge: 9.1 / frame
4	Microfilm hard copy by staff	10.7 / page
5	Microfilm copy, 16 mm (full roll)	378 / roll
6	Microfilm copy, 35 mm (full roll)	470 / roll
7	Slide filming	Basic Charge: 152 / case + Individual Charge: 5.1 / frame
8	Self-service microfilm hard copy	1.2 / page
B. Certificate of a true extract of document		HK\$160 / document

Digital Copying Service *

No.	Category	Price (HK\$)
1a	Soft copy of digital image (JPEG at 300 dpi)	56.4 / per image
1b		+ 1.6 / DVD disk
2	A4 size hard copy of digital image	94.5 / per copy
3	A3 size hard copy of digital image	142 / per copy
4a	Capturing of digital image (item not exceeding A3 size with no existing digital image and no plan for digitization)	6.2 / per case
4b		+ 9.7 / per image
5	Self-service hardcopy from digital file	1.1 / page
6	Commercial surcharge	1,000 / per item per use

* The charge for the soft copy of the digital image will be calculated on the basis of the number of images ordered plus the number of DVDs used for storing the images. Additional charges are payable if more than one DVD+ / DVD- is used for storing the digital images. For example, if you are ordering 10 images and 2 DVDs are used for storing the images, the charges should be the costs for 10 digital images plus the cost for 2 DVDs.