

Pane and Associates Document Retrieval Services

Pane and Associates is a licensed and bonded professional photocopy service according to the California Business and Professions Code sections 22450 through 22463. We specialize in the on site copying of business records, in doing so we adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA)(Public Law 104 through 191, 110 Statutes 1936), which addresses the use, and disclosure of a patient's private medical health records. Pane and Associates offers a complete on site photocopy service for obtaining documents vital to the discovery process.

Subpoena Preparation Fee

Per each location: \$15.00

Rush Charge: \$50.00

Service of Subpoena or Authorization

Per each location: \$25.00

On site set up and copying of records

Per each location: \$25.00

Oversized Copies

Anything larger than 11 by 17 inches: \$2.00 per square foot

Bank processing for fees advanced: \$2.00 per each check

Extensive research fees per hour: \$35.00

Shipping and Handling: Cost

Cancellations: Set up fee plus incurred costs

Per page on CD: .20 per page

Per page copy fees on hard paper:

	<u>8.5 by 11</u>	<u>8.5 by 14</u>	<u>11 by 17</u>
Black and White:	.25	.30	.35
Numbered:	.30	.35	.40
Numbered and Tabbed:	.35	.40	.45
Colored:	\$2.00	\$2.50	\$3.00

Pane and Associates Document Retrieval Services
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