



Records Management Services

Schedule "A" to MASTER AGREEMENT: Records Storage and Management Services for:

State of Ohio Contract #

Records Retention Fees (Paid Monthly In Advance)

Hard Copy Retention	Cubic Footage	Cost/Month	Object Type
Cubic Foot	1.0 cubic foot	\$ 0.100	Container
Standard Letter Box	1.2 cubic foot	\$ 0.120	LL
Letter Bankers Box	2.0 cubic foot	\$ 0.200	BB
Legal Bankers Box	2.5 cubic foot	\$ 0.250	LB
Pallet/Bulk Storage	per pallet	\$ 10.000	PS/BS

Media/Vault Retention Fees	Cubic Footage	Cost/Month	Object Type
Cartridge/Tape	Slotted Media	\$ 0.150	Tape
Medium Data Case or Microfilm	1.0 cubic foot	\$ 2.000	VM/MM
Large Data Case	1.5 cubic foot	\$ 3.000	VL
Case Lease	per case	\$ 2.000	per case

We have formulated this pricing as a cost effective solution for your storage and management needs. Being a service-oriented organization, we are dedicated to providing the highest level of service at the right price. There are no hidden charges within our pricing structure. We do not charge for reports, barcode labels, etc. We strive to develop long-term relationship with you, our valued client. Our rates for additional services are based on our regular working hours 8:00am to 4:30pm Monday through Friday.

Record Center Services (per Cubic Ft./File)

New Deposits - Processing, data entry and shelving of each new carton

(Data entry includes: barcode number, optional customer carton number, description with date and content range if applicable, and destroy/review date if listed by customer).

Shelving and Data Entry into FileLineACCESS by Client \$ 1.000

Shelving and Container Level Indexing Performed by Access \$ 1.500

Individual File Listing (Optional) - Detailed indexing within a carton to include a file number, file name, date. Pricing is based on 3 fields of data.

Data Entry into FileLineACCESS by Customer N/C

File Folder Level Indexing Performed by Access (up to 3 fields) \$ 0.300

Tape Retrieval or Refile \$ 0.350

Tape Retrieval - Expedited \$ 0.700

*Container Retrieval or Refile \$ 1.000

File Folder Retrieval or Refile \$ 1.500

*Container Retrieval - Expedited \$ 2.000

File Folder Retrieval - Expedited \$ 3.000

File Folder Retrieval - File Folder Not Found \$ 3.000

*Container retrievals are limited to 50 containers per day or additional fees may apply.

Online Software

No charge



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Scan on Demand (Electronic Delivery to Customer)

Per File Folder, Retrieval and Refile fees apply

Next Day Delivery (Requested by 3PM, Delivered by 5PM next business day)	\$	7.000
3 Hour Rush Delivery (Delivered within 3 hours of request, normal business hours)	\$	15.000

Transportation - Pick-up or Delivery

Business Hours are 8AM-4:30PM Monday-Friday. Request and Delivery time below are based on normal business hours unless designated otherwise.

Standard Deliveries (To all locations inside service footprint)

Next Day Delivery (Request received by 4PM, delivered by 5PM next business day)	\$	10.000
Same Day Delivery (Request received by 10AM, delivered by 5PM same business day)	\$	15.000
3 Hour Rush (Delivered within 3 hours of request, normal business hours)	\$	24.000
Delivery charge after first 25 miles (Per Mile)	\$	0.500
Transportation Handling (Per Item, Delivery/Pick-Up)	\$	0.500
Additional Stops (Multiple locations/recipients per Delivery)	\$	7.500
Access and Shipping (Delivery or Pick-up at Access, per item, plus shipping charges if applicable)	\$	1.500

NOTE: Fuel Surcharges apply to transportation activity and will fluctuate depending on the U.S. Department of Energy monthly statistics and industry scale.

Materials

Standard Letter/Legal cartons - Two Piece design (1.20 cu. ft. - 10"h x 12"w x 15"l)	\$	1.750
Other sizes (Quotation available upon request)		

Hourly Rates/Consulting/Project Management

Labor	\$	28.00
Project Manager	\$	110.00
Technical Consulting	\$	125.00
Work Flow Process Specialist/Analyst	\$	125.00
Professional Records Consulting Services	\$	150.00

Permanent Removal and Destruction Charges

Container Destruction , per cft, standard retrieval rate applies	\$	3.00
Container Permanent Removal , per cft, standard retrieval rate applies	\$	2.50
Tape/Cartridge Permanent Removal , per item, standard retrieval rate applies	\$	0.75

Minimum Charges

Minimum monthly storage charge - Per Invoiced Account	\$	35.000
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Document Imaging

Document Prep (remove staples, clips, fasteners, etc.)	\$	18.000	/hour
Barcode Printing	\$	0.035	/barcode
Image Scanning - clean - 200dpi - black & white	\$	0.045	/image
Image Scanning - heavy complexity	\$	0.550	/image
Image Scanning - color (8 1/2 x 11")	\$	0.650	/image
Image Grouping	\$	0.005	/image
Indexing meta data	\$	0.010	/keystroke
Automated Indexing - match and merge or barcode cover sheet	\$	0.005	/image
Finalization	\$	0.005	/image
PDF Conversion	\$	0.010	/image
OCR - Unverified	\$	0.060	/image
CD/Flash drive	\$	20.000	/device
Production Database Setup	\$	500.000	/database
Photocopies - for imaging process	\$	0.200	/copy

Digital Storage

Image Now (Multi-Tenant) 2 Concurrent Users	\$	349.000	/month (up to 5GB)
File Drawer Set-up	\$	2,820.000	/drawer
Basic Workflow Configuration	\$	940.000	/application
Learn Mode Integration	\$	1,880.000	/application
Additional Users (1-10)	\$	19.990	/user
Additional GB Storage (1-25)	\$	8.990	/GB