



FIREPROOF RECORDS CENTER

Exhibit A

STATE TERM SCHEDULE: 7736400306-1

HARDCOPY/CLIMATE CONTROLLED VAULT STORAGE AND SERVICES		
Storage	Unit	Price
Storage		
Hard Copy - Check Carton – 13" x 18" x 5"	Per carton / per month	\$0.065
Hard Copy - Standard Record Carton – 12" x 15" x 10"	Per carton / per month	\$0.15
Hard Copy - Binder Carton– 15.5" x 19" x 11"	Per carton / per month	\$0.19
Hard Copy - Banker Carton – 12" x 10" x 25"	Per carton / per month	\$0.25
Hard Copy - Other (2.0+ cft)	Per carton / per month	\$0.32
Pallet Records Storage	Per pallet / per month	\$8.00
Climate Controlled Vault - Cartridge / Tape	Per item / per month	\$0.15
Climate Controlled Vault – 0.5 cft case (case not provided)	Per case / per month	\$1.00
Climate Controlled Vault – 0.5 cft case (case provided)	Per case / per month	\$5.00
Climate Controlled Vault - 1.0 cft case (case not provided)	Per case / per month	\$2.00
Climate Controlled Vault - 1.0 cft case (case provided)	Per case / per month	\$6.00
Climate Controlled Vault – Carton – 12" x 15" x 10"	Per carton / per month	\$2.00
Climate Controlled Vault – Transport cart storage (480 capacity)	Per transport cart / per month	\$60.00
Services		
Activity		
Inventory (data entry by FRC)	Per cartridge / tape	\$0.35
Inventory (data entry by FRC)	Per case / carton / file	\$1.00
Retrieval / Refile	Per cartridge / tape	\$0.06
	Per case / carton	\$1.00
	Per file	\$1.25
	Per submedia / page	\$2.25
	Per transport cart	\$2.00
Permanent Withdrawal – account closing or termination	Per case / carton	\$2.00
Transportation		
Standard delivery or pickup (1-10 items) <i>Request made before 11 AM for delivery same day</i>	Flat-fee Per Round Trip	\$10.00
Delivery charge after first 25 miles	Per mile	\$0.30
Delivery or pickup (add'l items)	Per item	\$0.50
Rush Delivery Service (within 90 minutes)	Flat-fee per round trip	\$25.00
Emergency / After-hours Delivery (weekends, holidays & evenings M-F)	Flat-fee per round trip	\$55.00
Non-Standard Delivery – 1 st person	Per hour	\$35.10
Non-Standard Delivery – Each add'l person	Per hour	\$25.00
Special Handling	Per hour	\$25.00
Destruction		
Off-Site Hard Copy Destruction: verification, shredding, certification <i>Per written authorization only. This fee does not include retrieval fees.</i>	Per pound	\$0.06
Off-Site Media Destruction	Per pound	\$0.25
On-Site (Mobile) Hard Copy Destruction: verification, shredding, certification <i>Per written authorization only. This fee does not include retrieval fees.</i>	Per pound	\$0.12
On-Site (Mobile) Media Destruction	Per pound	\$0.25
On-Site (Mobile) Shredding – 1-3 Cabinets / Receptacles	Per cabinet / receptacle per tip	\$25.00
On-Site (Mobile) Shredding – 4-6 Cabinets / Receptacles	Per cabinet / receptacle per tip	\$15.00
On-Site (Mobile) Shredding – 7+ Cabinets / Receptacles	Per cabinet / receptacle per tip	\$10.00
Office and Administrative Services		
Facsimile Service (in conjunction with page/doc retrieval)	Per page	\$0.25
Data Entry	Per line	\$0.25
Photo Copy Service (in conjunction with page/doc retrieval)	Per page	\$0.20
Indexing (for up to 3 fields)	Per file	\$0.30
Materials		
Record Storage Carton – 12" x 15" x 10"	Per carton	\$1.50

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Consulting		
Document Management Specialist	Per hour	\$85.00
Records Retention Specialist	Per hour	\$85.00
Business Continuity Specialist	Per hour	\$85.00
Work Flow Process Specialist	Per hour	\$125.00
Systems Analyst	Per hour	\$125.00
Standard Document Imaging		
Document Prep	Per hour	\$17.00
Scan – Index – Publish (includes one index value)	Per page	\$0.05
Additional indexes – each field up to 15 characters	Per document	\$0.05
Automated indexing – match & merge or barcode cover sheet	Per document	\$0.03
PDF conversion	Per page	\$0.05
OCR- unverified	Per page	\$0.07
OCR – verified	Per page	\$5.00
Additional CDs	Per CD	\$15.00
ImageSilo Storage	Per gigabyte	\$20.00
PaperVision Enterprise Software	Per seat	\$1,000.00
PaperVision Enterprise Support/Maintenance	Per seat / year	\$180.00

- Please Note: All storage prices reflect per month fee.
- Monthly minimum storage account rate is \$30.00
- Hourly rates are calculated on the ¼ hour.