

	Unit	Price
Hardcopy storage – 0.5 cu.ft.	Per ctn. / per mth.	\$0.10
Hardcopy storage – 1.0 cu.ft.	Per ctn. / per mth.	\$0.153
Hardcopy storage – 1.5 cu.ft.	Per ctn. / per mth.	\$0.186
Hardcopy storage – 2.0 cu.ft.	Per ctn. / per mth.	\$0.24
Hardcopy storage – 2.0+ cu.ft.	Per ctn. / per mth.	\$0.329
Hardcopy storage – Pallet	Per pallet / per mth.	\$10.00
<b>Data Protection / Vault Storage</b>		
	Unit	Price
Vault storage / Cartridge / Tape Slotted	Per item / per month	\$0.15
Vault storage – Small Case	Per case / per month	\$2.00
Vault storage – Large Case	Per case / per month	\$3.00
Vault storage - 1.0 cu. ft.	Per carton / per month	\$2.00
Case rental	Per case / per month	\$1.50
<b>Services</b>		
Activity	Unit	Price
Inventory	Per cartridge / tape	\$0.50
	Per case / carton / file	\$1.20
Retrieval / Refile	Per cartridge / tape	\$0.25
	Per case / carton	\$1.20
	Per file	\$1.45
Rush Retrieval	Per case / carton	\$2.40
	Per file	\$2.90
Permanent Withdrawal - <i>This fee does not include retrieval fees.</i>	Per case / carton	\$3.00
	Per cartridge / tape	\$0.75
Destruction – <i>This fee does not include retrieval fees</i>	Per cubic foot	\$3.00
<b>Transportation</b>		
Next Day delivery or pickup – <i>request made before 4:00 pm for delivery next business day by 5:00 pm</i>	Flat-fee Per Round Trip	\$12.00
Same Day delivery or pickup - <i>Request made before 10:00 am for delivery by 5:00 pm same day</i>	Flat-fee Per Round Trip	\$15.00
Delivery charge after first 25 miles	Per mile	\$0.50
Standard delivery or pickup (additional items) per carton	Per carton	\$0.55
Non-Standard Delivery – 1 <sup>st</sup> Person	Per hour	\$40.00
Non-Standard Delivery – Each additional person	Per hour	\$28.00
Rush Delivery Service (within 90 minutes)	Flat-fee per round trip	\$28.00
Emergency / After-hours Delivery (weekends, holidays & evenings M-F)	Flat-fee per round trip	\$63.00
Scan-On-Demand – <i>Requests are completed within 24 business hours</i>	Per request	\$14.99
<b>Office and Administrative Services</b>		
Data Entry	Per line	\$0.50
Indexing (for up to 3 fields)	Per file	\$0.35
Special Handling	Per hour	\$28.00
<b>Consulting - Document Management</b>		
Document Management Specialist	Per hour	\$78.23
Records Retention Specialist	Per hour	\$78.23
<b>Consulting - Imaging</b>		
Work Flow Process Specialist	Per hour	\$136.90
Systems Analyst	Per hour	\$136.90
<b>Consulting - Business Continuity</b>		
Business Analyst	Per hour	\$60.24
Senior Business Analyst	Per hour	\$76.66
Developer	Per hour	\$71.19

Senior Developer	Per hour	\$98.56
Data Base Administrator	Per hour	\$104.04
Senior DBA	Per hour	\$136.90
Information System Security Specialist	Per hour	\$98.56
Senior Information System Security Specialist	Per hour	\$125.95
IT Disaster Recovery & Business Continuity Specialist	Per hour	\$105.00
Senior IT Disaster Recovery & Business Continuity Specialist	Per hour	\$136.50
Project Manager	Per hour	\$120.47
Senior Project Manager	Per hour	\$158.80
Systems Administrator	Per hour	\$76.66
Senior Systems Administrator	Per hour	\$98.56
Systems Tester	Per hour	\$54.76
Senior Systems Tester	Per hour	\$76.66
Technical Writer	Per hour	\$49.29
Senior Technical Writer	Per hour	\$82.14
<b>Document Imaging</b>		
Document Prep ( <i>remove staples, paperclips and fasteners</i> )	Per hour	\$19.50
Scan - Index- Publish at 200 dpi (includes one index value)	Per page	\$0.06
Additional indexes - each field up to 15 characters	Per document	\$0.06
Automated indexing - match & merge or barcode cover sheet	Per document	\$0.035
OCR - unverified	Per page	\$0.035
OCR - verified	Per hour	\$24.15
Additional CDs	Per CD	\$16.54
<b>Image Viewer and Digital Storage</b>		
ImageSilo Storage	0-100 / GB	\$22.00
	101-200 / GB	\$19.00
	201-300 / GB	\$17.00
	301-400 / GB	\$15.00
	401+ / GB	\$13.00
<b>Materials</b>		
Record Storage 2-pc Carton	Per carton	\$1.91
<b>Litigation</b>		
	<b>Unit</b>	<b>Price</b>
Document Processing - under 1 GB	Per page	\$0.03
Document Processing - over 1 GB	Per GB	\$262.50
Document Conversion - under 1 GB	Per page	\$0.05
Document Conversion - over 1 GB	Per GB	\$735.00
FTP Upload hourly	Per hour	\$52.50
OCR services - per page	Per page	\$0.03
Bates Labeling	Per page	\$0.07
Copies - color reproduction	Per page	\$0.51
Copies - light litigation reproduction	Per page	\$0.08
Copies - standard litigation reproduction	Per page	\$0.11
Copies - medium litigation reproduction	Per page	\$0.13
Copies - heavy litigation reproduction	Per page	\$0.14
Blowbacks - b/w	Per page	\$0.07
Blowbacks w/assembly - b/w	Per page	\$0.08
Blowbacks - color	Per page	\$0.51

Copies - 11x17 color reproduction	Per page	\$0.72
Indexing / Coding	Per page	\$0.26
Prep-Scan-Publish - b/w	Per page	\$0.11
Prep-Scan-Publish - color	Per page	\$0.20
Endorsing / Branding	Per page	\$0.01
Prep-Scan-Publish - oversize	Per page	\$1.42
DVD's	Per DVD	\$15.75
Tabs - standard alpha / numeric	Per page	\$0.26
Tabs - custom	Per page	\$0.53
Binders - 1" clear view	Each	\$6.25
Binders - 2" clear view	Each	\$8.35
Binders - 3" clear view	Each	\$11.50
Binders - 4" clear view	Each	\$16.75
File folders w/labels - letter	Each	\$0.79
File folders w/labels - legal	Each	\$1.00
Redwelds w/labels - letter	Each	\$2.57
Redwelds w/labels - legal	Each	\$3.10
GBC binding - less than 1"	Each	\$2.57
GBC binding - more than 1"	Each	\$3.62
GBC binding service	Each	\$5.25

**Services provided at NO CHARGE:**

- Web Access to Records Management Software (unlimited user access) - per user
- Monthly Maintenance fee - per year
- Online Report - per report

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Services not listed above reflect standard rates  
Monthly minimum storage account rate is \$35.00  
Hourly rates are calculated on the ¼ hour