

**Non-Contract  
 Storage Rates:**

**\*\*Price Listed is per carton, per month. Price is based on total cubic feet stored, price per cubic foot decreases as volume increases.**

Total Cubic Feet Stored:	0 - 500	501 - 1000	1001 - 3000	3001 - 5000	5001 - 10,000	10,001 - 15,000	15,001 - 20,000	Over 20,001
Standard Carton (12"Wx15"Lx10"H)	\$0.75	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Letter Banker's Carton (12"Wx24"Lx10"H)	\$1.50	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Legal Banker's Carton (15"Wx24"Lx10"H)	\$1.75	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Check Carton (8"Wx24"Lx4"H)	\$0.50	n/a	n/a	n/a	n/a	n/a	n/a	n/a
X-Ray Container	\$0.90	n/a	n/a	n/a	n/a	n/a	n/a	n/a

**Climate Controlled and Vault Storage:**

**\*\*Price Listed is per carton, per month, except for individual tapes.**

	Stored in heated & A/C space	Stored in fireproof vault
Standard Carton (12"Wx15"Lx10"H)	\$5.75	N/A
X-Ray Container	\$7.00	N/A
Data Tape Box	\$6.25	\$25.00
Individual Data Tapes	N/A	\$1.50 per tape, per month

**NOTE: Minimum monthly fee is 90% of beginning volume or \$120.00, whichever is greater.**

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 Service Rates:**

**\*\*Regular Business hours require all requests to be made between 8:00am and 4:00pm Monday thru Friday.**

	Standard Service	Rush Service (1 hour)	Non-Business Hours Service
Box Retrieval	\$7.00 per box	\$11.00 per box	\$130 first box, \$11.00 each additional
File Retrieval(Includes Re-filing)	\$15.00 per file	\$25.00 per file	\$130 first file, \$25.00 each additional
File Search(File not in box)	\$8.50 per file	\$8.00 per file	\$8.00 per file
Re-file box onto shelf	\$6.00 per box	N/A	N/A
New Box Receiving/Processing	\$5.00 per cubic foot	N/A	N/A
Interfile(Add file/document)	\$6.00 per file/document	N/A	N/A
Front & Back File Inventory of Box	\$4.00 per box	N/A	N/A
Complete Box Contents Inventory	\$80.00 per hour	N/A	N/A
Packing or Re-boxing	\$11.00 per box plus material cost	N/A	N/A
Permanent Box Withdrawal	\$15.00 per box	N/A	N/A
Minimum Document Destruction Fee	\$105.00	N/A	N/A
Document Destruction	\$0.30 per pound	N/A	N/A
Film/Media Destruction	\$0.90 per pound	N/A	N/A
Reports(1 annual inventory free)	\$2.50 each page	N/A	N/A
Copy Service	\$1.50 each page	N/A	N/A
Fax Transmission	\$7.00 first page \$4.00 each additional	N/A	N/A
Mail Service	\$7.00 plus postage	N/A	N/A
Review Room Rental	\$150.00 per day	N/A	N/A
Clerical Work	\$80.00 per hour	N/A	N/A
Systems analysis/programming	\$130.00 per hour	N/A	N/A

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 Delivery Rates:**

**\*\*Regular Business hours require all requests to be made between 8:00am and 4:00pm Monday thru Friday.**

	Standard Service	Rush Service (1 hour)	Non-Business Hours Service
Pickup/Delivery first box or files	\$45.00 per box	\$55.00 per box	Included in pull charge
Pickup/Delivery each additional box	\$3.00 per cubic foot	\$6.00 per cubic foot	\$8.00 per cubic foot
Minimum Destruction Pickup Charge	\$45.00	N/A	N/A

**Products: Non-Contract**

	Price
CFI Letter/Legal File Box (12"W x 15"D x 10"H)	\$6.00 each, (500 or more = \$5.00 each)
X-Ray Carton (Extra Heavy Duty)	\$11.00 each
CFI 3-part Storage Form	\$0.50 each