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Patterson Pope Off-site Records Management Pricing

Storage Pricing

Monthly storage of one standard records storage box.

\$0.22 per box per month

Monthly storage of standard records storage box in an archival storage environment.

\$3.00 per box per month

Management Services Pricing

New Deposits—The receipt of additional storage containers to Client's account (receiving and entry), plus trip charge:

\$3.00 per box

Retrievals or Refiles—The temporary retrieval of records from, or return to, storage:

\$2.00 per box

Reboxing-The reboxing of contents of one standard box

\$3.00 per box

Destruction—The preparation, documentation, and physical destruction of records, plus retrieval rate:

\$4.25 per box

Permanent Withdrawal—The preparation, documentation, and permanent withdrawal of records, plus retrieval rate:

\$4.25 per storage container

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Interfile with Box Number – The receipt of new documents for placement in existing files:

\$4.00 per file

File Delivery

Electronic

- **Scan on Demand**

\$0.12 per page plus retrieval fee

Trip Charge- Delivery/Pick Up -This is a per department trip charge. Not a per container charge.

- **Standard Courier**-Pick up/delivery occurring on an established schedule

\$35.00 per trip plus retrieval fee

- **Rush Courier (Pick up/delivery within 24 hours)**

\$100.00 per trip plus retrieval fee

- **Same Day Courier (Pick up/delivery same day)**

\$250.00 per trip plus retrieval fee

Additional Services Pricing

- **Imaging services using standard specs**- \$0.15 per image
- **Labor Services**- \$40.00 per labor hour
- **Empty Cartons**- \$2.50 per 1.2 CF carton

Special Projects

To be negotiated on an individual project basis

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