

ADDITIONAL SERVICES OFFERED

Fees Effective 1/1/2015

TRANSPORTATION, RECEIVING, AND PROCESSING

Pickup/Delivery Rush Service		
Next Day Service		\$50.00
Each carton		\$ 2.00 per c.f.
Emergency After Hours Access		
After 4:00 PM or on Weekends/Holidays		\$120.00
Each carton		\$ 3.00 per c.f.
File by File Inventory		
Listing Prepared by Records Center Personnel		\$ 0.50 per file
File by File Indexing		
Data Entry from Client or ISS Supplied Inventory		\$ 0.50 per file
Packing or Reboxing		\$ 4.00 per carton Plus material cost

ACCESS SERVICES

File Retrieval or Refile		\$ 4.00 per file
Carton Retrieval or Refile		\$ 2.00 per c.f.
Interfile (Add File/Document)		\$ 3.00 per item
File Search (File Not at Records Center)		\$ 2.50 per file
Fax Delivery		\$ 2.00 per page
Copy Service		\$ 1.20 per page
Mail Service		\$ 4.00 plus postage
Scan on Demand		\$.30 per page
Retaining scanned images online		\$.05 per page per month
Rush Access/Service		Two times requested services

STORAGE CONTAINERS

Letter/Legal File Box	(1.2 c.f.)	\$ 2.50
Letter File Box	(2.4 c.f.)	\$ 4.25
X-Ray Carton	(1.5 c.f.)	\$ 5.50
Check Carton	(1.0 c.f.)	\$ 4.00
Computer Printout Carton	(1.75 c.f.)	\$ 5.50

OTHER SERVICES

Clerical/Research/Audits	\$ 32.50 per hour
Certified Destruction	\$ 5.00 per c.f.
Permanent Removal	\$ 5.00 per c.f.
Other Services	(Custom Quote)