DOCU-TRUST FEE SCHEDULE

Service code	Service Description	Specifications	Cubic Feet (cf) or Other UOM	Fee per unit	Total Cost
FEES FOR MONTHLY STORAGE					
PB1	Prorated storage rate for under a day				
SB1	Standard Box	10.5" x 12.5" x 16"	1.2	$.17 p/cf	$.204
SB2	Legal Transfer Box	10.5" x 15.75" x 25.5"	2.5	$.17 p/cf	$.425
SP1	Blueprint XL	36" Cir x 48" L	2.5	$.17 p/cf	$.425
SP2	Blueprint L	26" Cir x 45" L	1.5	$.17 p/cf	$.255
SP3	Blueprint M	18" Cir x 45" L	1.0	$.17 p/cf	$.170
SBC	Check Box	10" x 5" x 25.5"	1.0	$.17 p/cf	$.170
SB3	Ledger Box	13" x 13" x 18"	2.4	$.17 p/cf	$.408
SO2, SO3	Odd-size storage	Any other size outside of the specifications above	By cf	$.17 p/cf	$.170
SO9	Special Storage, Evidence	Approximately 30' x 25'	N/A	$200 p/month	$200
SO9	Special Storage, Evidence	Approximately 30' x 25'	N/A	$320 p/month	$320
RAC	Records storage Racks	One time fee	Each	$298.00	$298
FUM	Pest Mitigation	One time fee	Each	$25.00/per trip	$25
VT4	Vault Closed Container – Large and Extra Large	Large is 2-5 cf; Extra Large is over 5 cf	By cf	$3.00	$3.00 x no. of cf
VT5	Vault Closed Storage Cabinet	53.5" H x 18.5" W x 30" D	By cabinet	$100	$100
COMBINED FEES FOR INITIAL TRANSFER, ENTRY OF INFORMATION, AND ADDING CONTAINERS					

Service code	Service Description	Specifications	Cubic Feet (cf) or Other UOM	Fee per unit	Total Cost
N/A	Initial pick-up of files or boxes	N/A	N/A	No charge	No charge
MIL	Indexing files from a list	Per file	Per file	$.80	$.80
IF1, MIC, MIF	Indexing files within a container	Per file	Per file	$1.05	$1.05
WAC	New Container Registration via Web Portal	Staff register boxes or containers using Contractor website	N/A	No charge	No charge
IB1, MIR	New Container Registration (includes one line of data entry, inventory, and bar code label)	Docu-Trust registers new boxes or containers	By cf	$.87	$.87 x no. of cf
MB1	Purchase New Boxes	Per box	Per box	$1.75	$1.75 x no. of boxes ordered
COMBINED FEES FOR RETRIEVAL / RE-FILE					
RNA, RS5, RWC	Will-Call Standard – Next Day	Request submitted by 12pm; ready between 1-5pm next day	Per cf	$2.30	$2.30 x no. of cf
RNA, RTB	Standard – Next Day	Request submitted by 12pm; delivered between 1-5pm next day	Per cf	$2.30	$2.30 x no. of cf
RS3	Rush – Under 3 Hrs	Request submitted by 2pm; delivered by 5pm	Per cf	$3.49	$3.49 x no. of cf
WPC, WRC	Web Standard – Next Day	Request submitted by 12pm; delivered between 1-5pm next day	Per cf	$2.30	$2.30 x no. of cf
RF5, RFW, RTF	Standard File – Next Day	Request submitted by 12pm; delivered between 1-5pm next day	Per item	$2.00	$2.00 x no. of items
WEB, WPF, WRF	Web File – Next Day	Request submitted by 12pm; delivered between 1-5pm next day	Per item	$2.00	$2.00 x no. of items
RF3	Rush File – Under 3 Hrs	Request submitted by 2pm; delivered by 5pm. Up to 3 cf.	Per item	$3.50	$3.50 x no. of items
RF1, RS1	Emergency – Under 1 Hr	Request submitted by 4pm; delivered by 5pm. Up to 3 cf.	Per item	$5.00	$5.00 x no. of items
RFA, RSA	After Hours – Under 3 Hrs	Requested submitted by 2pm; delivered by 5pm. Up to 3 cf.	Per item	$10.00	$10.00 x no. of items
IF	File Not Found	File or box not found	Per item	$5.00	$5.00 x no. of files
RO1, RO2, RO3, RO4	Bulk Item or Container	Dimensions between 3-5 cubic feet	Per cf	$3.00	$3.00 x no. of containers

Service code	Service Description	Specifications	Cubic Feet (cf) or Other UOM	Fee per unit	Total Cost
RO5	Bulk Container	Over 5 cubic feet	----------	---------	Request quote
COMBINED FEES FOR PICK-UP AND DELIVERY					
TWC	Will-Call Standard – Next Day	Request submitted by 12pm; ready for pickup between 1-5pm next day. Up to 12 cf	Per cf	---------	No cost
TR2	Will-Call Rush – Under 3 Hrs	Request submitted by 2pm; ready by 5pm.	Per order	$12.50	$12.50 x no. of orders
TR4	Will-Call Emergency – Under 1 Hr	Request submitted by 4pm; ready by 5pm.	Per order	$25.00	$25.00 x no. of orders
TR5	Standard Delivery – Next Day	Request submitted by 12pm; delivered between 1-5pm	Per trip	$14.99	$14.99 per trip
TR3	Rush Delivery – Under 3 Hrs	Request submitted by 2pm; delivered within 3 hrs. Up to 3 cf.	Per trip	$25.00	$25.00 per trip
TR1	Emergency Delivery – Under 1 Hr	Requested submitted by 4pm; delivered within 1 hr. Up to 3 cf.	Per trip	$59.99	$59.99 per trip
TR6	After Hours Delivery and Holiday	Delivered within 3 hours between 5pm – 8am. Up to 3 cf.	Per trip	$119.00	$119.00 per trip
TRA, TRB, TRC, TRD	Handling	Fee if Contractor delivers boxes	Per cf	$1.75	$1.75 x no. of cf
COMBINED FEES FOR DESTRUCTION AND RECYCLING					
XSC, XRD	Certified Destruction by Shredding	At DA's request	Per cf	$2.59	$2.59 x no. of cf
HP3	Certified Destruction Console (35 gallon) (plus shredding)	Minimum 1 rotation p/month	Per rotation	$35.00	$35 x no. of rotations
FEES FOR PERMANENT REMOVAL					
XRR	Permanent Removal Box or File	Retrieval and delivery fees still apply	----------	-----------	Retrieval and delivery fees

Notes:
1) Trip means round trip.
2) If boxes are delivered and picked up on the same trip, there is only one round trip charge.
3) Separate Rush orders are not combined into one trip charge.
4) Guaranteed delivery time is between 1-5pm on delivery days.
5) Multiple service codes for a service refer to the method by which the request is placed (phone or web portal) and/or the delivery type.
6) Quantity limits apply to rush and emergency requests.
7) Items are defined as either a file, a box, or a container.
8) An order is a request received by Docu-Trust. One order can consist of multiple boxes up to the limit indicated in this price sheet.

9) The Handling fee is assessed when Docu-Trust delivers the boxes or files.
10) Key to service codes shown on invoices is in the table below.

Service Code	Description
BAR	BARCODES
FUM	PEST MITIGATION
IB1	ADD - CONTAINER (PER CUFT)
IF	NO FIND - FILE NOT FOUND
IF1	ADD - NEW FILE (STANDARD)
HP3	DESTROY - CERTIFIED DESTRUCTION CONSOLE (PER ROTATION)
MB1	PURCHASE - BOXES (1.2)
MIC	INDEX - FILES IN CONTAINER (PER ITEM)
MIF	INDEX - FILE (PER ITEM)
MIL	INDEX - FILE (PER ITEM)
MIR	REGISTER NEW CONTAINER (PER CUFT)
PB1	PRO RATA - STORAGE (PER CUFT)
RAC	RECORDS STORAGE RACKS
RF1	RETRIEVE - FILE, 1HR (EACH)
RF3	RETRIEVE - FILE, 3 HR (EACH)
RF5	RETRIEVE - FILE, SAME DAY
RFA	RETRIEVE - FILE, AFTER HOURS
RFW	RETRIEVE - FILE, WILL CALL
RNA	REFILE - CONTAINER (PER CUFT)
RO1, RO2, RO3, RO4	REFILE - ODD SIZE
RO5	REFILE - ODD SIZE OVER 5 CUFT
RS1	RETRIEVE - CONT, 1HR (PER CUFT)
RS3	RETRIEVE - CONT, 3 HR (PER CUFT)
RS5	RETRIEVE - CONT, STANDARD (PER CUFT)
RSA	RETRIEVE - AFTER HOURS
RTB	REFILE - CONTAINER (PER CUFT)
RTF	REFILE - FILE/ITEM
RWC	RETRIEVE - CONTAINER, WILL CALL (PER CUFT)
SB1	STORAGE - CONTAINER (1.2)
SB2	STORAGE - CONTAINER (2.4)
SB3	STORAGE - CONTAINER (3.0)
SBC	STORAGE - CHECKBOX (0.8)
SO2	STORAGE - ODD SIZE (2.0) (PER CUFT)
SO3	STORAGE - ODD SIZE (3.0) (PER CUFT)
SO9	STORAGE - SPECIAL STORAGE/EVIDENCE
SP1	STORAGE - MED BLUEPRINT (1.0)

SP2	STORAGE - LRG BLUEPRINT (1.5)
SP3	STORAGE - XLRG BLUEPRINT (2.5)
TR1	DELIVERY - 1 HR RUSH
TR2	WILL CALL - 1 HOUR RUSH
TR3	DELIVERY - 3 HR RUSH
TR4	WILL CALL - RUSH
TR5	DELIVERY - STANDARD SUR
TR6	DELIVERY - AFTER HOURS / HOLIDAY (WITHIN 3 HOURS)
TRA	HANDLING - EACH ITEM, 1 HR
TRB	HANDLING - EACH ITEM, 3 HR
TRC	HANDLING - EACH ITEM, STANDARD
TRD	HANDLING - EACH ITEM, AFTER HR
TWC	WILL CALL
VT1	STORAGE - VAULT SLOTTED MEDIA (PER SLOT)
VT2	STORAGE - VAULT SMALL (PER CUFT, LESS THAN 2 CF)
VT3	STORAGE - VAULT MEDIUM (EA LESS THAN 3 CF)
VT4	STORAGE - VAULT LARGE & EXTRA LARGE(PER CUFT LESS THAN 5 CF)
VT5	STORAGE - VAULT Cabinet
WAC	WEB ADD – CONTAINER
WEB	WEB REFILE - FILEFOLDER
WPC	WEB RETRIEVAL - CONTAINER (PER CUFT)
WPF	WEB RETRIEVAL - FILEFOLDER
WRC	WEB REFILE - CONTAINER (PER CUFT)
WRF	WEB REFILE - FILEFOLDER
XSC	REMOVE - DESTROY CONTAINER (PER CUFT)
XRD	REMOVE - DESTROY CONTAINER (PER CUFT)
XRR	REMOVE - PERMOUT CONTAINER