



Price Schedule

National Records Centers, Inc. Schedule A – Record Storage and Services STG Independent Agencies/STG Approved Attorneys

Storage — Documents Storage — Documents Storage — Climate Control Vault Storage — Climate Control Vault Storage — Climate Control Vault Storage — Per Linear Foot Minimum Storage per location/entity Carton Activity Per cubic foot, per month per month (applicable to each NRC service provider location or invoicing) Carton Activity Per cubic foot (Includes bar code label indexing, and shelving). Carton Retrieval — Priority, Same Day, Rush Carton Retrieval — After Hours, Weekends & Holidays Per cubic foot Carton Retrieval — After Hours, Weekends & Holidays Storage — Per cubic foot Carton Retrieval — After Hours, Weekends & Holidays Storage — Per cubic foot Carton Retrieval — After Hours, Weekends & Holidays Per cubic foot Carton Retrieval — After Hours, Weekends & Holidays Storage — Per cubic foot Carton Retrieval — Priority, Same Day, Rush File folder Retrieval — After Hours, Weekends & Holidays File folder Retrieval — Priority, Same Day, Rush File folder Retrieval — Priority, Same Day, Rush File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File File folder Retrieval — After Hours, Weekends & Holidays Storage — Per File Fi	STG Independent Agencies/STG Approved Attorneys					
Storage - Documents \$0.300 Per cubic foot, per month	Service		Units / Comments			
Storage - Climate Control Vault Storage - Per Linear Foot Solution Minimum Storage per location/entity Carton Activity New Storage Additions (Accessions) Carton Retrieval/Re-File Carton Retrieval - Priority, Same Day, Rush Carton Indexing - Transcription - Data Entry Re-packing Labor Charge File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - Prio	Storage					
Storage - Per Linear Foot \$0.450 Per linear foot, per month Minimum Storage per location/entity \$75.00 or invoicing) Carton Activity New Storage Additions (Accessions) \$2.75 shelving). Carton Retrieval/Re-File \$2.95 Per cubic foot Carton Retrieval – Priority, Same Day, Rush \$4.15 Per cubic foot Carton Retrieval – After Hours, Weekends & Holidays \$5.75 Per cubic foot Permanent Withdrawal \$4.25 Per cubic foot Carton Indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) Re-packing Labor Charge \$4.00 Per File File folder Retrieval – Priority, Same Day, Rush \$4.95 Per File File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File folder Retrieval - Priority, Same Day, Rush \$4.95 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box \$2.25 per cubic foot	Storage – Documents	\$0.300	Per cubic foot, per month			
Minimum Storage per location/entity \$75.00 per month (applicable to each NRC service provider location or invoicing) Carton Activity New Storage Additions (Accessions) \$2.75 shelving). Carton Retrieval/Re-File \$2.95 Per cubic foot Carton Retrieval – Priority, Same Day, Rush \$4.15 Per cubic foot Carton Retrieval – After Hours, Weekends & Holidays \$5.75 Per cubic foot Carton Indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) Per carton repacking dilapidated cartons onsite at record center. Does not include cost of carton. File level Activity File folder Retrieval - Priority, Same Day, Rush \$4.95 Per File File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box \$2.25 per cubic foot Same Day Delivery or Pick-up (Place order by 10am,	Storage - Climate Control Vault	\$3.250	Per cubic foot, per month			
Carton Activity \$75.00 or invoicing	Storage - Per Linear Foot	\$0.450	Per linear foot, per month			
Per cubic foot (Includes bar code label indexing, and shelving). Carton Retrieval/Re-File \$2.95 Per cubic foot	Minimum Storage per location/entity	\$75.00				
Secretary Secr	Carton Activity					
Carton Retrieval/Re-File \$2.95 Per cubic foot Carton Retrieval – Priority, Same Day, Rush \$4.15 Per cubic foot Carton Retrieval – After Hours, Weekends & Holidays \$5.75 Per cubic foot Permanent Withdrawal \$4.25 Per cubic foot plus retrieval Carton Indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) Re-packing Labor Charge \$4.00 center. Does not include cost of carton. File level Activity File folder Retrieval/Refile \$3.50 Per File File folder Retrieval - Priority, Same Day, Rush \$4.95 Per File File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) \$22.50 base rate includes first carton Same Day Delivery or Pick-up (Place order by 10am,		40.75	·			
Carton Retrieval – Priority, Same Day, Rush Carton Retrieval – After Hours, Weekends & Holidays Permanent Withdrawal Carton Indexing - Transcription - Data Entry Re-packing Labor Charge File level Activity File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - Priority, Same Day, Rush File indexing - Transcription - Data Entry File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am,						
Carton Retrieval – After Hours, Weekends & Holidays Permanent Withdrawal Carton Indexing - Transcription - Data Entry Re-packing Labor Charge File level Activity File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File indexing - Transcription - Data Entry File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am,	·					
Permanent Withdrawal \$4.25 Per cubic foot plus retrieval Carton Indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) Per carton repacking dilapidated cartons onsite at record center. Does not include cost of carton. File level Activity File folder Retrieval/Refile \$3.50 Per File File folder Retrieval - Priority, Same Day, Rush \$4.95 Per File File folder Retrieval - After Hours, Weekends & Holidays \$56.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) \$22.50 base rate includes first carton Carton Handling Next Day Service over 1 box \$2.25 per cubic foot	Carton Retrieval – Priority, Same Day, Rush	\$4.15	Per cubic foot			
Carton Indexing - Transcription - Data Entry Re-packing Labor Charge File level Activity File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) Per carton repacking dilapidated cartons onsite at record center. Does not include cost of carton. Per File \$3.50 Per File \$3.50 Per File \$3.50 Per File \$5.25 Per File \$3.50 Search carton; charged if file not found plus retrieval fee. \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) \$22.50 Same Day Delivery or Pick-up (Place order by 10am,	Carton Retrieval – After Hours, Weekends & Holidays	\$5.75	Per cubic foot			
Re-packing Labor Charge \$4.00 center. Does not include cost of carton. File level Activity File folder Retrieval/Refile \$3.50 Per File File folder Retrieval - Priority, Same Day, Rush \$4.95 Per File File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) \$22.50 base rate includes first carton Carton Handling Next Day Service over 1 box \$2.25 per cubic foot Same Day Delivery or Pick-up (Place order by 10am,	·	\$4.25	Per cubic foot plus retrieval			
Re-packing Labor Charge \$4.00 center. Does not include cost of carton. File level Activity File folder Retrieval/Refile \$3.50 Per File File folder Retrieval - Priority, Same Day, Rush \$4.95 Per File File folder Retrieval - After Hours, Weekends & Holidays \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) \$22.50 base rate includes first carton Carton Handling Next Day Service over 1 box \$2.25 per cubic foot Same Day Delivery or Pick-up (Place order by 10am,	Carton Indexing - Transcription - Data Entry	\$0.75	Per indexed item, per line (45 characters per line)			
File folder Retrieval/Refile File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & S6.25 Per File File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am,	Re-packing Labor Charge	\$4.00				
File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am, \$4.95 Per File \$6.25 Per File \$0.75 Per indexed item, per line (45 characters per line) \$3.50 Search carton; charged if file not found plus retrieval fee. \$22.50 base rate includes first carton \$22.50 per cubic foot	File level Activity					
File folder Retrieval - Priority, Same Day, Rush File folder Retrieval - After Hours, Weekends & Holidays File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am, \$4.95 Per File \$6.25 Per File \$0.75 Per indexed item, per line (45 characters per line) \$3.50 Search carton; charged if file not found plus retrieval fee. \$22.50 base rate includes first carton \$22.50 per cubic foot	File folder Retrieval/Refile	\$3.50	Per File			
File folder Retrieval - After Hours, Weekends & \$6.25 Per File File indexing - Transcription - Data Entry \$0.75 Per indexed item, per line (45 characters per line) File Search \$3.50 Search carton; charged if file not found plus retrieval fee. Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) \$22.50 base rate includes first carton Carton Handling Next Day Service over 1 box \$2.25 per cubic foot Same Day Delivery or Pick-up (Place order by 10am,		\$4.95	Per File			
File indexing - Transcription - Data Entry File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am, \$0.75 Per indexed item, per line (45 characters per line) \$3.50 Search carton; charged if file not found plus retrieval fee. \$2.50 base rate includes first carton \$22.50 base rate includes first carton						
File Search Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am, \$3.50 Search carton; charged if file not found plus retrieval fee. \$2.50 base rate includes first carton \$2.25 per cubic foot	Holidays	\$6.25	Per File			
Transportation Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am,	File indexing - Transcription - Data Entry	\$0.75	Per indexed item, per line (45 characters per line)			
Next Day Delivery or Pick-up (place order before 3pm, delivered by 5pm the next day) Carton Handling Next Day Service over 1 box Same Day Delivery or Pick-up (Place order by 10am, \$22.50 base rate includes first carton \$22.50 per cubic foot	File Search	\$3.50	Search carton; charged if file not found plus retrieval fee.			
delivered by 5pm the next day)\$22.50base rate includes first cartonCarton Handling Next Day Service over 1 box\$2.25per cubic footSame Day Delivery or Pick-up (Place order by 10am,	Transportation					
Carton Handling Next Day Service over 1 box \$2.25 per cubic foot Same Day Delivery or Pick-up (Place order by 10am,		\$22.50	hase rate includes first carten			
Same Day Delivery or Pick-up (Place order by 10am,						
	·	\$2.23	per cubic root			
received by 5pm same day) 545.00 base rate includes first carton	received by 5pm same day)	\$45.00	base rate includes first carton			
Carton Handling Emer/Rush Service over 1 box \$2.25 per cubic foot	Carton Handling Emer/Rush Service over 1 box	\$2.25	per cubic foot			
Priority Delivery or Pick-up (Delivered within 4 hours of						
placing order) \$95.00 base rate includes first carton						
Carton Handling Priority Service over 1 box \$3.50 per cubic foot Non-Business Hour Delivery (After Hrs/ Weekends/		\$3.50	per cubic foot			
Holiday service within 4 hours of placing order) \$195.00 base rate includes first carton		\$195.00	base rate includes first carton			
Carton Handling Priority Service over 1 box \$6.50 per cubic foot						
Dock Handling (customer pick up) \$3.50 per cubic foot or file	-		·			
Mileage Charge \$1.75 Per mile over 25 miles one way			·			





	Quoted				
Service	Price	Units / Comments			
Destruction					
Destruction of Records	\$3.50	Per cubic foot; plus retrieval			
Destruction of Computer Media	\$0.75	Per item plus retrieval			
Offsite Destruction	\$22.50	Trip Charge			
Offsite Destruction - Console	\$15.00	Per console			
Offsite Destruction - 64 Gal. Bin	\$18.50	Per 64 gal bin			
Hard Drive destruction	\$2.00	Per item			
Administrative/Labor	Administrative/Labor				
Fax	\$0.30	Per page; plus retrieval and re-file			
Scan on Demand	\$17.00	Base fee - first 100 pages; plus retrieval and re-file			
Scan on Demand	\$0.10	Per page plus base fee			
		Project based scanning/conversion services; pricing based on review of individual project requirements and creation of			
Document Imaging/Conversion	TBD	project SOW			
Copy Charge	\$0.25	Per page; plus retrieval and re-file			
Mailing handling / Release Preparation	\$10.00	Per item mailed in addition to postage costs and retrieval			
Review Rooms	\$85.00	Per Day - 2 business day advance notice required			
Special Projects Labor, Regular Hours	\$45.00	Per hour, per laborer - 1 hour minimum			
Special Projects - IT/Database custom reports	\$95.00	Per hour - 1 hour minimum			
Data Base/Computer					
	No				
Internet Access Monthly Charge - NRC Connect	Charge				
Supplies	T				
Storage Box – Standard Letter / Legal 16" x 12" x 10"	\$2.75				
Storage Box – Letter Transfile 24" X 12" x 10"	\$3.75				
Storage Box – Legal Transfile 24" X 16" x 10"	\$4.50				
Application Instructions					
Price Increases - Following year two, at contract anniversary equal to the greater of Employment Compensation Index (ECI) or four percent (4%).					
Cubic Foot Applications - Standard Letter/Legal carton 16"x12"x10" = 1.2 cubic feet. Cubic foot extrapolations for other sizes apply respectively.					

Contact/Begin Service

To activate service, please click <u>here</u> and enter password "Password9" and complete the request form. An NRC sales representative will be in touch to coordinate service activation.