

# ***Document Storage and Shredding***

## **Information and Pricing**

*We offer individual document storage units sized for your needs. You will have the security and privacy of your having your documents available only to you 24 hours a day, seven days a week.*

*We have 3 models that vary in size.*

*Depending on the option (there are 3) that you select, the price for storing your documents can be as low as \$.15 a box. (depending on box size.)*

**Option 1** There are no shelves, there is no pick-up and/or delivery, the *customer* is the only one who has access to the documents.

Model 50 --- Could store at least 200 boxes for \$40 dollars a month

Model 100 --- Could store at least 400 boxes for \$60 dollars a month

Model 150 --- Could store at least 500 boxes for \$70 dollars a month

**Option 2** Shelves are provided in the unit, there is pick-up and/or delivery, the *customer* and the *facility* both have access to the documents.

Model 50 --- Could store at least 100 boxes for \$50 dollars a month

Model 100 --- Could store at least 200 boxes for \$75 dollars a month

Model 150 --- Could store at least 270 boxes for \$95 dollars a month

**Option 3** Shelves are provided in the unit, there is pick-up and/or delivery, the *customer* and the *facility* both have access to the documents, there is a spreadsheet on file updated by the facility with the box /document information.

Model 50 --- Could store at least 100 boxes for \$70 dollars a month

Model 100 --- Could store at least 200 boxes for \$100 dollars a month

Model 150 --- Could store at least 270 boxes for \$120 dollars a month

### **Pick up and Delivery Option**

For all boxes to be picked up, boxes must be in good structural condition

For all deliveries, the boxes must have been clearly labeled when picked up.

For document storage, there is a \$1.50 charge per box for picking up and delivering boxes with a \$20 minimum.

For shredding there is a \$5.00 charge per 100pounds of paper.

### **Shredding Costs**

Documents brought to the facility are shredded at \$.15 per pound with a 100 pound minimum.

Documents picked up and brought to the facility are shredded at \$.19 per pound with a 100 pound minimum.