

12.7.17  
H-5**ARCHIVES PROJECT COST SUMMARY**

1. EQUIPMENT (30 SECTIONS SHELVING), INCLUDING INSTALLATION & SHIPPING = \$13,320.00.
  
2. SUPPLIES (BOXES/LABELS/DATABASE), INCLUDING SHIPPING = \$4,129.00.
  
3. LABOR (SUPERVISOR/2 STAFFERS), INCLUDING EXPENSES = \$21,875.00.

**PROJECT GRAND TOTAL = \$39,324.00**

**RECORDS CENTER**

A. Hard Copy or Film Storage	\$ 9.15 per cubic ft./yr.
B. Receiving & Shelving	\$ 3.90 per cubic ft.
C. Retrievals	\$ 11.75 each
D. Bulk Retrievals	\$ 65.75 per hour
E. Customer Requested Callbacks	\$ 5.80 per call
F. Photocopies	\$ 1.40 each
G. Destruction	\$ 5.70 per cubic ft.
H. Handling	\$ 4.85 envelope/postage
I. Pick-Up & Delivery	\$126.00 per hour/man & van
J. Extra Labor	\$ 84.00 per hour
K. Box Retrieval	\$ 12.15 each
L. Fireproof Storage	\$100.00 per cubic ft./yr.

**NOTE:** New minimum charges as of 4/1/16 will be \$10.00 per month.  
All yearly minimum bills will be \$120.00.

## SUMMARY

Our report contains *all* of the necessary ingredients that you will need for a successful Records Management program with regard to your archival records. The implementation of these recommendations will allow you to *reduce* overhead, *increase* efficiency, *expedite* service, and *minimize* the risk of legal exposure.

We hope that your future purchases of filing and storage equipment, filing supplies, and all other record-keeping materials would be more coordinated and standardized. By so doing, you can avoid small mistakes that lead to trouble, minimize your costs, and obtain quantity discounts, *as well as* many other benefits.

We *also* hope that the completeness, the professionalism, and the expertise reflected in this report will convince you to simply set your priorities, and turn the implementation work over to our excellent staff. We are confident that you will find them to be *extremely* efficient, unobtrusive, and very knowledgeable and helpful!

NOTE: After 30 days, any price changes that have taken place will become effective. All prices quoted are "plus shipping".