

Pricing Schedule For Services...SCHEDULE "A"



EXHIBIT "A" PRICING

<p><b>With a 1 year agreement:</b>  <b>OPEN SHELF FILE STORAGE</b> storage pricing per LINEAR foot of OPEN SHELF:  <b>BOX STORAGE:</b> our storage price per cubic foot per month for <b>BOXES OF FILES:</b></p>	<p><b>\$.50/lin ft</b>   <b>\$.36/cu ft</b></p>
<p>File Folders: Delivery and then Re-file of File Folders</p>	
<p><b><i>Courier Delivery or pickup trip</i></b> from/to our warehouse to/from your office up to 10 folders/ \$.75 each after 10</p>	<p>\$7.50 trip charge</p>
<p><b><i>Preparation for the delivery:</i></b> Pull the chart- \$1.25, and add/index (for RS-WEB tracking) to software-and barcode the file folder in preparation for delivery-\$1.25</p>	<p>\$2.50</p>
<p><b><i>Process the Re-File of a previously bar-code indexed and delivered file folder:</i></b> Scan and re-file the folder onto open shelf system</p>	<p>\$1.25</p>
<p><b><i>Inter-Filing: Adding "NEW" un-indexed files to existing shelf system</i></b> and re-alphabetizing charts based on an hourly rate of \$25 per hour, our minimum charge per inter-file...</p>	<p>\$1.25 minimum</p>
<p><b>Courier delivery or pick-up of a container from/to our warehouse or your place of business - First container – Price includes \$1.25 to pull/re-file container from/to shelf and \$7.50 1st container delivery/pick-up fee.</b></p>	<p>\$8.75</p>
<p><b>Less than 10 boxes - Each additional container delivered/picked up-Price includes \$1.25 to pull/re-file container from/to shelf and \$1.60 delivery/pick-up fee.</b></p>	<p>\$2.85</p>
<p><b>Bulk Pickups: 10 or more boxes: \$7.50 Courier fee plus \$2.00 per box to include: Accession = The barcode, place the barcode on the box, scan and place the bar-coded box to a secure shelf location. Creating An Online Real Time Database Of Records Information = Entering the box details/description into RS SQL and make the information web accessible. Labor and Transportation Charges = Pick up the boxes from your storage areas and bring them to our Records Center.</b></p>	<p>\$2.00</p>
<p><b>Scanning documents via secure web site to your desk top (price for faxing is the same): Process... We access container from secure location, pull and access appropriate information from file, scan document into .pdf format to secure web site or fax pages re-file the file to the container, re-stock the container to a secure location ... price is for first ten pages...</b></p>	<p>\$5.00</p>

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For each additional page scanned or faxed	\$ .25 each
File boxes for sale. (heavy duty 1.2 cubic foot box printed with description label)	\$2.15 per box \$2.00 per 25 count
Document Shredding Services: Price to include... create destruction request report, email report and request permission to perform destruction, pull approved items from shelf, secure shredding process, certificate of destruction... no "permanent out" fee is assessed.	\$6.00 per cubic
"Permanent Out" – You request a individually bar-coded item and then never return it. We provide audit trail and data entry services to permanently remove item from records management system. A \$1.25 locate item-pull from racking system fee will apply. Normally we also charge \$1 for the perm-out of an item. As an incentive, NO CHARGE for this service.	No Permanent Out Fee. Only pay the normal price to "pull" an item.
"Pull" – locate a Box-pull from racking system	\$1.25
"Access" – Customer Viewing Room Service – price to include: customer visits our viewing room, we pull the file from the shelf- \$1.25, bar-code index it for tracking- \$1.25 and have it ready for you in our private viewing room offering free fax/phone/copy machine use. Process includes locate the item, pull from racking system, bar-code the item, move item to viewing room. Each step is tracked with scanning and audit trails.	\$2.50
Emergency Services: 2 Hour Rush Delivery After hours and weekend delivery Holiday Delivery	\$25.00 \$50.00 \$80.00
YOUR ACCOUNT: Number of 1.2 Cubic Ft. Boxes _____ @\$.432/box Number of 2.0 Cubic Ft. Boxes _____ @\$.72/box Number of 2.4 Cubic Ft. Boxes _____ @\$.864/box	Monthly Rent \$ _____ \$ _____ \$ _____ Total:\$ _____
YOUR ACCOUNT: # Linear Ft. Open Shelf File Storage @ \$.45/Month/Ft _____ 0 _____	Monthly Rent \$ _____
<b><i>Estimated Total Monthly Box Storage Fees:</i></b>	Monthly Total \$ _____

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<b><i>One Time "Bring-In Fee" at \$.80 per box (Normal price \$2.00/box)</i></b> <b># Linear Boxes @ @.80 per box _____</b>	Bring In Fee \$
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