

Price List

Archiving, Transportation, Scanning & Shredding

Archiving

Box Storage*	1p per box per day (based on standard UK Archive box)
UK Archive standard box supply	£1.99 per box (box size 420x320x300mm)
Initial collection, barcoding & set up**	£10.00 (one off cost)
Box Retrieval	£1.00 per box (retrieval of box from storage location)
Box Return	£1.00 per box (returning of box to warehouse location)
Customer viewing (on site pre-arranged viewing)	£1.00 per box (max 20 boxes)
Contract Termination/Permanent withdrawal Fee	£2.00 per box (excluding delivery fee)
20ft steel lockable containers	£25.00 (per week)
Warehouse storage	P.O.A.

Transportation

Delivery or Collection (max 30 boxes) Order by 3pm for next day delivery***	£15.00 (per journey)
Same day delivery (max 20 boxes) Order by 1pm for delivery by 5.30pm***	£28.75 (per journey)
Delivery or collection outside of business hours***	£120.00 (per journey)

Scanning

Document scanning	Average 4p per sheet (full quotation on request)
Scan on demand (15 pages per file)	£5.00 (per file)

Shredding

Destruction of box (includes certificate of destruction)	£1.50 (per box)
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All prices exclude VAT and are correct at date of issue

*Variable contract terms **Within 30 mile radius ***Subject to availability

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