

Paper File Storage Service Agreement

National Consulting and Development Corporation
33801 Curtis Boulevard, Suite 100
Eastlake, Ohio 44905-4003

Paper File Storage Services

Start Date _____

National Consulting and Development Corporation (NCD) agrees to provide Radiographic Film / File Storage services including delivery (physical or electronic), conversion and access to files. The purchaser hereby agrees to purchase services and make payment as listed below.

PICK-UP – The convenience and security of pick-up by experienced transportation staff.

- Receiving Deliveries: \$0.50/box.
- New Box Set-up: Each box is barcode labeled and entered into a File Mgmt System at \$1.00/box.
- Special Services: Inventory reports, Data Download or Data Entry, Purge and/or Pack files at \$25.00/hr.
- Long Term Storage Cartons: Paper Storage Files (12x10x15 carton/lid) at \$2.50 ea.

STORAGE - Environmentally controlled storage for paper files.

Paper Storage/box: Based on the number of storage units (up to and including 1.32 cubic feet. Storage units larger than 1.32 cubic feet but smaller than 2.64 cubic feet equals 2 storage units.

No. of Storage Units	Cost/Unit/Month	No. of Storage Units	Cost/Unit/Month
1 – 49	\$1.00	300 – 349	\$0.55
50 – 99	\$0.75	350 – 399	\$0.51
100 – 149	\$0.71	400 – 449	\$0.47
150 – 199	\$0.67	450 – 499	\$0.43
200 – 249	\$0.63	500 +	\$0.35
250 – 299	\$0.59		

MANAGEMENT – Technicians will organize and manage the physical storage of files.

Retrieval is dependent upon the access time requested:

- + Regular: up to 4 business hours at \$2.25/box or \$3.25/file.
- + Rush: up to 2 business hours at \$3.25/box or \$4.25/file.
- + Immediate: (ASAP) M-F 8am – 5pm CST at \$7.50/request.
- + After Hours: at \$25.00/request.

Research Fee: No charge for first 30 min. then \$25.00/hr (1 hr min.).

Refile/Interfile Charges: at \$2.25/box or \$3.25/file.

DELIVERY ~ ELECTRONIC – Provide access to digital image.

Create Digital Image: at \$1.00/file/image.

Upload to **e-WIX** Web Based Archiving Service: No Charge (delivery time = 90 min. max).

FTP or e-mail Images Electronically: at \$0.50/image (delivery time = 120 min. max).

DELIVERY ~ PHYSICAL – Provide hard copy to facility depending on urgency and distance.

Next Day, Regular, Rush Delivery: Carrier Charges + \$3.00/box or /file.

Facsimile: at \$0.50/minute.

Copy Charges: at \$0.25/side (up to legal size).

PERMANENT REMOVAL – Physically remove film or file from storage.

File Removal: at \$25.00/hour (1 hr min.).

Terms of Sale: This Service Agreement, appendices and exhibits, will constitute the service order. Customer has read and understands the attached service terms and conditions and agrees to be bound by those terms and conditions. Acceptance of this Agreement is contingent upon acceptance by a representative of the Company duly authorized to execute this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date shown below.

Purchaser:

Company: _____

Company: National Consulting and Development Corp.

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____ Date: _____

Title: _____ Date: _____

Phone: _____

Phone: 440-953-4488