

Exhibit A

Access Information Management

Rates effective 01/01/2014 thru 12/31/2017

Emory University – Rate Schedule – Offsite Records Storage

Monthly Storage:

Standard Carton Storage (16 x 12 x 10 = 1.0 cubic foot).....	\$.205	per cubic foot
Non Standard Cartons	\$.205	per cubic foot
Climate Controlled.....	\$.78	per cubic foot
Vault Storage - container	\$	3.250	per cubic foot
Vault Storage – tape	\$.225	per item

Pick-up / Delivery:

Standard – Mon – Fri. (Order by 3pm / Deliver next Day by 5pm).....	\$	18.000	(1 st carton free)
		.60	each carton
Same Day – Mon – Fri. (Order by 10am / Deliver by 5pm)	\$	29.00	(1 st carton free)
		.60	each carton
Rush – Mon – Fri. (Delivery with in 3 Hours).....	\$	51.50	(1 st carton free)
(Delivery within 3 hours)		.60	each carton
Emergency & After Hours / Holidays / Weekends	\$	90.00	(1 st carton free)
		.65	each carton

Retrieval / Refile:

Carton (paper records).....	\$	1.65	per cubic foot
Individual File (boxed records).....	\$	1.75	per file
Media Cartridge/Tape	\$.50	per tape
Media Case and other vaulted containers.....	\$	2.00	per container

Supplies:

Standard Records Center Carton.....	\$	1.96	per carton
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Additional Services:

Add New File Folder / Cartridge / Tape Inventory	\$.60	per file / cart / tape
Add New Carton / Media Case Additions.....	\$	1.522	per cubic foot
Removal of Carton	\$	5.75	per cubic foot
Destruction of Cartons in storage (1.2 cubic foot box)	\$	4.75	per carton
*(Includes Carton Pull Fee, Removal from System, Certificate of Destruction)			
Labor (special projects, and purges)	\$	35.00	per hour
Search Charge	\$	35.00	per hour
Photo Copying	\$.294	per copy
Fax Service	\$.294	per page
Digital Service (Scan & Email)	\$	1.050	(first page)
		.472	(each additional)
Minimum Work Order	\$	3.45	per work order