



Schedule A
Emory University
Account AD000567
Effective September 1, 2025

		Price Effective 09/01/2025
Record Center Storage	Container Storage - Standard Box	\$0.2405 Per Cubic Foot Per Month
	Minimum Monthly Storage	\$6.6506 Per Invoice Per Month
Record Center Services	Add New Container (per cu/ft)	\$2.8941 Per Cubic Foot
	Add New File	\$0.7886 Per Item
	Retrieve Container - Destruction (per cu/ft)	\$2.0056 Per Cubic Foot
	Retrieve Container (per cu/ft)	\$2.0056 Per Cubic Foot
	Refile Container (per cu/ft)	\$2.1059 Per Cubic Foot
	Shelve Container	\$2.1650 Per Cubic Foot
	Retrieve File	\$2.2336 Per Item
	Refile File	\$2.2336 Per Item
	Interfile - Drop File to container	\$12.4716 Per Item
	File Not Found	\$2.9353 Per Item
	Permanent Removal Container (per cu/ft)	\$7.3387 Per Cubic Foot plus retrieval
	Permanent Removal File	\$4.8936 Per Item plus retrieval
	Destruction - Certified Shred Container (per cu/ft)	\$5.7771 Per Cubic Foot plus retrieval
	Destruction by Certified Shred - File (Boxed or Open Shelf)	\$8.0057 Per Item plus retrieval
Transportation Services	Standard Delivery / Pickup	\$22.5390 Per Trip
	Transportation Handling - Container (per cu/ft)	\$0.7524 Per Cubic Foot
	Transportation Handling - File	\$0.7659 Per Item
	Same Day Delivery / Pickup	\$37.0094 Per Trip
	Rush Delivery - After Hours	\$114.8652 Per Trip
	Per Container Transportation - Expedited (Priority Surcharge)	\$0.0638 Per Cubic Foot
	Per File Transportation - Expedited (Priority Surcharge)	\$0.0638 Per Item
Additional Services	1.2 Box Lid (No Box) / Individual Lid Only	\$0.6775 Per Item
	Repacking of Damaged Container	\$8.0322 Each plus cost of new container
	File Folder Level Indexing / Data Entry Performed by Access	\$3.5309 Per Item
	Dock Access - (per cu/ft)	\$0.9605 Per Cubic Foot
	Invalid Request (per item)	\$7.9006 Per Item
	Cancelled Request (per item)	\$22.6008 Per Item
	Wait Time (Minimum 1/4 Hour)	\$26.5570 Per Hour
	Labor	\$44.6727 Per Hour
	Digital Document Delivery - Setup and first page	\$1.3401 Per Order
	Digital Document Delivery - Each Additional Page	\$1.2678 Per Page
	Minimum Work Order Charge	\$4.4032 Each



Access Online Tools: FileBRIDGE Records + FileBRIDGE METRICS	\$11.5763	Per Month
Administration Charge (Summary)	\$13.4757	Per Invoice
Administration Charge (Detailed by Department)	\$25.5256	Per Invoice
Permanent Removal - Account Termination - Container	\$12.0459	Per Cubic Foot plus retrieval and dock access
Dock Access - (per item)	\$3.1622	Per Cubic Foot

Schedule B
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		Price Effective 09/01/2025
Plant-Based - Scheduled Destruction Services	95 Gallon Bin - Service / Plant	\$23.1525 Each
	Shred Console-Client. Tiered Pricing Per Order - quantity 2 through 9999999	\$35.2757 Each
	Shred Console-Client. Tiered Pricing Per Order - initial charge	\$63.4942 Each
Transportation Services	Shred Rotation Transportation - Business Hours Emergency	\$60.1856 Per Trip
Additional Destruction Services	Labor - Shredding (per hour)	\$81.8765 Per Hour
One-Time Destruction Services	Minimum Work Order Charge	\$12.6802 Each
Electronic Media Destruction - Plant-based only	One Time Shred Service Minimum	\$115.7625 Each
	Shredding Service Minimum – Hard Drives	\$6.0137 Each

Schedule C
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		Price Effective 09/01/2025
Media Vault Storage	Media Case Storage - Small	\$3.8408 Per Cubic Foot Per Month
	Media Storage - Slotted Tape	\$0.2658 Per Item Per Month
Additional Services	Catalog/Index Tape Inventory (per item)	\$1.3371 Each
	Media Transfer Case / Medium	\$70.2425 Per Item
	Labor - Vault Media	\$74.3085 Per Hour
	Information Security Surcharge	\$3.1906 Per Month
	Media Handling / Permanent Removal Account Closing - per small container	\$11.9324 Per Cubic Foot plus retrieval and dock access
	Media Handling / Permanent Removal Account Closing - per individual item	\$7.3387 Per Cubic Foot plus retrieval and dock access
	Dock Access for account termination / Vault Media per slotted tape	\$4.8620 Each



Media Vault Services		
	Add New Media Case - Small	\$1.9425 Per Cubic Foot
	Add New Tape	\$0.7659 Per Item
	Shelve media container	\$6.1458 Per Cubic Foot
	Shelve Tape	\$5.3948 Per Item
	Retrieve Small Media Case	\$2.5527 Per Cubic Foot
	Retrieve Tape	\$0.6381 Per Item
	Refile Small Media Case	\$2.5527 Per Item
	Refile Tape	\$0.6381 Per Item
	Permanent Removal Small Media Case	\$12.7164 Per Cubic Foot plus retrieval
	Permanent Removal Tape	\$6.2048 Per Item plus retrieval
	Destruction - Small Media Case	\$7.3387 Per Cubic Foot plus retrieval
	Destruction - per Tape	\$5.3240 Per Item plus retrieval
Transportation Services		
	Scheduled Transportation	\$111.9482 Each
	Scheduled Rotation (Weekend)	\$341.4357 Each
	Scheduled Rotation	\$24.1219 Per Trip
	Unscheduled Next Day Media Delivery / Pickup	\$22.9730 Per Trip
	Transportation Handling - Tape Container	\$0.7658 Per Item
	Rush Media Transportation	\$37.0122 Per Trip
	After Hours Media Transportation	\$65.7286 Per Trip