



**Schedule A  
Emory University  
Account AD000567  
Effective September 1, 2025**

		<b>Price Effective 09/01/2025</b>	
<b>Record Center Storage</b>	Container Storage - Standard Box	\$0.2405	Per Cubic Foot Per Month
	Minimum Monthly Storage	\$6.6506	Per Invoice Per Month
<b>Record Center Services</b>	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
<b>Transportation Services</b>	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
	1.2 Box Lid (No Box) / Individual Lid Only	\$0.6775	Per Item
<b>Additional Services</b>	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**  
**Emory University**  
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**Effective September 1, 2025**

		<b>Price Effective 09/01/2025</b>	
<b>Plant-Based - Scheduled Destruction Services</b>	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
<b>Transportation Services</b>	Shred Rotation Transportation - Business Hours	\$60.1856	Per Trip
<b>Additional Destruction Services</b>	Emergency Labor - Shredding (per hour)	\$81.8765	Per Hour
	Minimum Work Order Charge	\$12.6802	Each
<b>One-Time Destruction Services</b>	One Time Shred Service Minimum	\$115.7625	Each
	Shredding Service Minimum – Hard Drives	\$6.0137	Each
<b>Electronic Media Destruction - Plant-based only</b>			

**Schedule C**  
**Emory University**  
**Account AD000567**  
**Effective September 1, 2025**

		<b>Price Effective 09/01/2025</b>	
<b>Media Vault Storage</b>	Media Case Storage - Small	\$3.8408	Per Cubic Foot Per Month
	Media Storage - Slotted Tape	\$0.2658	Per Item Per Month
<b>Additional Services</b>	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