



SUNY Downstate Medical Center
SCHEDULE OF CHARGES

STORAGE FEES

X-ray Box.....	\$15
Archive Box	\$18
Letter Box	\$39
Letter Transfile	\$39
Legal Box	\$43
Legal Transfile	\$43
File Tracking (per file)	\$02
(Storage charges are based on a 30 day billing period and are adjusted to reflect the actual number of days in a month)	

DELIVERIES

Requests for delivery of files or boxes can be made by email, phone, fax or via Internet on-line service. Our knowledgeable staff will retrieve your box or file from a computer generated three part work order showing all pertinent information. All deliveries are made by company employees with a copy of the work order, displaying everything related to said delivery, with space for signature of SUNY Downstate Medical Center representative. All delivery and pickup rates are based on locations within Manhattan.

STANDARD DELIVERY

Containers/Files requested between 12:00 midnight and 6:00 PM will be delivered by 12:00 noon the next business day. Containers/Files requested between 6:00 PM and 12:00 midnight will be delivered by 3:00 PM the next business day.

Delivery Charge (includes 3 pieces)	\$15.00
Each additional piece	\$1.50

PRIORITY DELIVERY

Containers/Files requested between 12:00 midnight and 1:00 PM will be delivered by 5:00 PM the same business day. Containers/Files requested between 1:00 PM and 12:00 midnight will be delivered by 10:00 AM the next business day.

Delivery Charge (includes 3 pieces)	\$20.00
Each additional piece	\$1.50

RUSH DELIVERY

Information requested between 8:00 AM and 6:00 PM will be delivered within 3 hours on business days.

Delivery Charge (includes 3 pieces)	\$25.00
Each additional piece	\$1.50



EVENING, WEEKEND, & HOLIDAY DELIVERY

Delivery Charge (includes 3 pieces)\$55.00
Each additional piece\$1.50

PICKUPS

Requests for pickup of files or boxes can be made by email, phone, fax or via Internet on-line service. All pickups will be made by company employees using appropriate equipment needed and accompanied by a three part work order. Pickups are made using a hand held scanner connected to a hand held printer so that the driver can provide SUNY Downstate Medical Center a computerized receipt showing box numbers picked up. All pickups are made the next day.

Pickup Charge (includes 3 pieces)\$15.00
Each additional piece\$1.50

CONTAINER, FILE ACTIVITY

Cost for adding, accessing, and refiling (per box)\$ 1.25
Per file\$ 1.25
Rush, Evening, Weekend and Holiday\$3.60

DESTRUCTION

Destruction dates are optional for all files/boxes. Nothing is destroyed without written confirmation to do so regardless of dates in the system. All items to be destroyed are cross shred and a certificate of destruction is available.

Cost for shredding (per cubic foot)\$ 2.00

PERMANENT REMOVAL

Cost for permanent removal (per cubic foot)\$ 4.25
Per file.....\$1.49

DATA ENTRY

Per line\$.60
Modifying or removal of data\$.65



REPORTS

Standard computer reports (up to 25 pages)\$FREE

Standard computer reports include:

All Containers/Files on the System

Containers/Files Added

Containers/Files Requested

Container/File Activity

All reports above offer a wide variety of optional information that can be either included or excluded based on your request.

OTHER SERVICES

Fax Services (per page)\$.60

Scanning Services (per page)\$.50

SUPPLIES

Standard 1.2 c.f. archive box\$ 1.95

X-ray Box\$ 2.75

Legal boxes\$ 5.50