Prepared For: XYZ COMPANY

Destruction Notification Repor

Ordered by: Assigned Box Number and Date Received

Containing: Boxes eligible for destruction through 12-9999

Page Number 09/25/2000

The Following boxes are eligible for destruction. If this is incorrect -- please initiate a change order to change the DESTRUCTION DATE. By your signature(s) below you herein authorize said boxes to be destroyed.

Client Cross Reference	Assigned Box Number	Box Descripton	Location Box Checked Out To:	Box Size	Beginning Date	Ending Date	Date Received	Destroy Date	Department	Record Title
A95006-A95022	10752		1W1-16-13C3 3	2			06/27/2000	12-9999		
W/O A960065A960	10783	W/OA96006&A96009,A95023-A96039	1W1-16-14C1 1	2			06/27/2000	12-9999		
		Total Boxes on this report = 2								

Date: Authorized Signature: Date: Authorized Signature: Date: Authorized Signature:

Prepared by: CERTIFIED RECORDS MANAGEMENT P.O. BOX 76155 TAMPA FL 33675-1155 (813)247-1944

Prepared For: XYZ COMPANY

Delinquent Records Report

Ordered by: Name of Individual to whom item is Checked Out

Containing: All delinquent records

Assigned Box No.	Folder No.	Box Contents / Major Description	Minor Description	Matter No.	ID #	Beginning Date	Ending Date	Destroy Date	Department	Date Out	Return By	D L
			( ) -									
Box --> 10685								12-9999		06/26/2000	07/26/2000	
			( ) -									
Box --> 10689								12-9999		07/19/2000	08/18/2000	
Box --> 10688								12-9999		07/28/2000	08/27/2000	
Box --> 10691								12-9999		07/28/2000	08/27/2000	
Box --> 10692								12-9999		07/28/2000	08/27/2000	
Box --> 10699								12-9999		07/28/2000	08/27/2000	
Box --> 10706								12-9999		07/28/2000	08/27/2000	
Box --> 10707								12-9999		07/28/2000	08/27/2000	
Box --> 10708								12-9999		07/28/2000	08/27/2000	
Box --> 10734								12-9999		07/28/2000	08/27/2000	
Box --> 10735								12-9999		07/28/2000	08/27/2000	
Box --> 10739								12-9999		07/28/2000	08/27/2000	
Box --> 10742								12-9999		07/28/2000	08/27/2000	
Box --> 10743								12-9999		07/28/2000	08/27/2000	
Box --> 10750								12-9999		07/28/2000	08/27/2000	
Box --> 10751								12-9999		07/28/2000	08/27/2000	
Box --> 10698								12-9999		08/23/2000	09/22/2000	
Box --> 10745								12-9999		08/23/2000	09/22/2000	

To: JOHN

Subject: Records Request Retainment

From: TRACY SAUNDERS

Date: 09/25/2000 Page Number 1

Memorandum

THE ATTACHED RECORDS HAVE NOT BEEN RETURNED TO OUR FACILITY.
PLEASE LET US KNOW IF WE NEED TO PERMANENTLY REMOVE THEM.

	Assigned Box No.	Folder No.	Box Contents / Major Description	Minor Description	Matter No.	ID #	Beginning Date	Ending Date	Destroy Date	Department	Date Out	Return By	D L
Box -->	10685								12-9999		06/26/2000	07/26/2000	

To: JOHN

Subject: Records Request Retainment

From: TRACY SAUNDERS

Date: 09/25/2000

Memorandum

THE ATTACHED RECORDS HAVE NOT BEEN RETURNED TO OUR FACILITY.
PLEASE LET US KNOW IF WE NEED TO PERMANENTLY REMOVE THEM.

	Assigned Box No.	Folder No.	Box Contents / Major Description	Minor Description	Matter No.	ID #	Beginning Date	Ending Date	Destroy Date	Department	Date Out	Return By	D L
Box -->	10689								12-9999		07/19/2000	08/18/2000	
Box -->	10688								12-9999		07/28/2000	08/27/2000	
Box -->	10691								12-9999		07/28/2000	08/27/2000	
Box -->	10692								12-9999		07/28/2000	08/27/2000	
Box -->	10699								12-9999		07/28/2000	08/27/2000	
Box -->	10706								12-9999		07/28/2000	08/27/2000	
Box -->	10707								12-9999		07/28/2000	08/27/2000	
Box -->	10708								12-9999		07/28/2000	08/27/2000	
Box -->	10734								12-9999		07/28/2000	08/27/2000	
Box -->	10735								12-9999		07/28/2000	08/27/2000	
Box -->	10739								12-9999		07/28/2000	08/27/2000	
Box -->	10742								12-9999		07/28/2000	08/27/2000	
Box -->	10743								12-9999		07/28/2000	08/27/2000	
Box -->	10750								12-9999		07/28/2000	08/27/2000	
Box -->	10751								12-9999		07/28/2000	08/27/2000	
Box -->	10698								12-9999		08/23/2000	09/22/2000	
Box -->	10745								12-9999		08/23/2000	09/22/2000	

CLIENT ACTIVITY REPORT

CHOOSE
All Clients
One Client/All Departments
One Client/One Department

Start Each Department on New Page
Print Department Continuous

INCLUDE
Boxes Received Into Records Center
Boxes/Folders Checked Out
Boxes/Folders Returned to Records Center
Boxes Destroyed/Permanently Removed

ENTER DATES
Beginning Date
Ending Date

ADDITIONAL OPTION
Print Record Title

ADDITIONAL INFORMATION
Client Number
Department Number

Prepared For: XYZ COMPANY
Department:
Ordered by: Department, Type of Activity, Assigned Box Number
Containing: Items Checked Out,Items Returned,

Client Activity Report

Assigned Box No.	Folder No.	Box Contents / Major Description	Beginning Date	Ending Date	Date Received	Destroy Date	Media	Department	Date Out	Date Returned	Checked Out To / Authorized By	Date Destroyed	Box Size
Boxes/Folders Checked Out													
10869					07/14/2000	12-9999			09/22/2000		JOHN DOE		2
Total Items Checked Out 1													
Boxes/Folders Returned to the Records Center													
10856					07/14/2000	12-9999			09/07/2000	09/22/2000	JOHN DOE		2
Total Items Returned to Records Center 1													

Prepared For: XYZ COMPANY
Department: A/C STORAGE
Ordered by: Department, Type of Activity, Assigned Box Number
Containing: Items Checked Out,

Client Activity Report

Boxes/Folders Checked Out

Assigned Box No.	Folder No.	Box Contents / Major Description	Date Received	Beginning Date	Ending Date	Destroy Date	Media	Department	Date Out	Date Returned	Checked Out To / Authorized By	Date Destroyed	Box Size
3825			03/29/2000			12-9999		01	09/22/2000		JOHN DOE		2
4009			03/29/2000			12-9999		01	09/22/2000		JOHN DOE		2
5964			04/03/2000			12-9999		01	09/22/2000		JOHN DOE		2
3558			03/28/2000			12-9999		01	09/25/2000		JOHN DOE		2
9184			04/14/2000			12-9999		01	09/25/2000		JOHN DOE		2
4624	1		03/30/2000			12-9999		01	09/22/2000		JOHN DOE		
4624	2		03/30/2000			12-9999		01	09/22/2000		JOHN DOE		
4624	3		03/30/2000			12-9999		01	09/22/2000		JOHN DOE		
5047	5		03/31/2000			12-9999		01	09/22/2000		JOHN DOE		

Total Items Checked Out 9

CERTIFIED RECORDS MANAGEMENT
P.O. BOX 76155

TAMPA, FL 33675-1155

Interim Client Storage Report

Date: 09/25/2000
Time: 13:52:34

	Box Size	Box Size Description	Quantity	CuFt Per Box	Total Cubic Feet	Cost Per	Total Cost
XYZ COMPANY		Client Number -> 0000				Per Cu/Ft	
	2	LETTER SIZE BOX	62	1.2500	77.5000	0.3000	23.25
	4	LEDGER SIZE BOX	31	2.4500	75.9500	0.3000	22.79
	6	X-LG LEDGER SIZE BOX	17	2.7500	46.7500	0.3000	14.03
		Company Totals->	110		200.2000		60.07
		Final Totals->	110		200.2000		60.07

CERTIFIED RECORDS MANAGEMENT
P.O. BOX 76155

TAMPA, FL 33675-1155

Interim Charge Ticket Report

Date: 09/25/2000
Time: 13:54:57

	Work Order	W/O Date	Billing Code	Billing Description	Quantity	Rate	Amount	Sales Tax	Total Cost
XYZ COMPANY				Client Number --> 000					
-[ ]	349	09/06/2000	15	REGULAR RETRIEVAL/SEARCH	1.0000	0.8900	0.89		0.89
-[ ]	397	09/22/2000	15	REGULAR RETRIEVAL/SEARCH	1.0000	0.8900	0.89		0.89
-[ ]	398	09/22/2000	16	RUSH RETRIEVAL/SEARCH	1.0000	2.4500	2.45		2.45
				Department Totals ->			4.23		4.23
-[02]	367	09/12/2000	15	REGULAR RETRIEVAL/SEARCH	1.0000	0.8900	0.89		0.89
-[02]	367	09/12/2000	19	REGULAR DELIVERY CHARGE-	1.0000	6.0000	6.00		6.00
-[02]	374	09/14/2000	15	REGULAR RETRIEVAL/SEARCH	1.0000	0.8900	0.89		0.89
				Department Totals ->			7.78		7.78
				Company Totals->			12.01		12.01
				Final Totals->			12.01		12.01

EXHIBIT B

SERVICE DESCRIPTION		RATES
***Monthly Rent per cube*:**		
Regular Storage		$0.18
A/C Storage		0.30
Vault (climate and humidity controlled, secured)		1.10
***Magnetic Media Storage*:**		
Storage: Per Slot each		0.10
Per Cubic Ft.		1.50
Retrievals: Per Cartridge each		0.05
Per Case/Carton		0.50
Re-files: Per Cartridge each		0.05
Per Case/ Carton		0.50
Case Rental: Cartridge Transfer Cases		**N/C**
***Box Purchase*:** File or Voucher Box (storage only)		1.80
Accession: Per Box		0.50
***Data Indexing/Changes*:** Per Line		0.23
***Computer Printout(s*):** Per Page		0.15
Master Report Minimum Charge		5.00
***Retrieval/Refile/Search*:**	**Retreivals Search**	**Refiles**
Regular Retrievals	0.89	0.89
Rush Retrieval	2.45	0.89
***Interfile*:** Per Piece		0.89
***Delivery Service*:**	**TAMPA**	**BI-COUNTY**
Same Day (Call by 10:30am; Recv. By 5:00pm)	6.00	10.00
Next Day (Call by 3:30pm; Recv. by 12:00pm)	6.00	10.00
Priority (Delivery within 90 minutes of call)	25.00	25.00
Prices will vary depending on distance, Number of documents, and number of trips (within 100 miles). Farther distances are negotiated per instance. In some cases may be waived.		20.00 TO 70.00
***Pickup of New Storage & Refiles*:** Per Box		0.49
Minimum Charge		6.00
******Permanent Removal*:** Per Box***		**N/C**

Destruction: Per Pound	
Commercial Destruction	0.05
Commercial Shredding	0.10
Facsimile Delivery: Outgoing Per Page	0.89
After Hour Emergency Service: Per Instance	35.00
Research/Extra Handling/Projects: Labor / Per Hour	16.00
Initial Pick-up and Accessioning	**N/C**
Minimum Billing: Per month	25.00

OFFSITE DATA BACKUP ROTATION SERVICE AND REMOTE DATA BACKUP AND REPLICATION:

Onsite Backup – Per hour		45.00
Transportation Cost	**Tampa $6.00**	**Bi-County $10.00**
****50 miles or over are negotiated on a per instance basis****		
Remote Backup – 5 GIGS Per month		50.00

END USER:

Cold Site – Per month per square foot	4.00 to 6.00
Hot Site - Per month per square foot	12.00 to 14.00

IMAGING AND MICROGRAPHIC SERVICES:

IMAGING	
DOCUMENT INDEXING / Per hour	18.00
PER PAGE SCAN – UP TO 11" X 17"	0.07
PER PAGE SCAN – 0/SIZE UP TO "E" SZ MAP S/D	1.50
PER EACH SCAN – AERIAL PHOTOS/MYLARS	20.00
MICROFILMING	
PER IMAGE-ROLL FILM	0.020
PER IMAGE-MICROFICHE (105 MM)	0.030
PER IMAGE-16 MM FOR FICHE	0.021
PER IMAGE –35 MM FOR FICHE	0.020
PER IMAGE-35 MM FOR APERTURE CARD	0.020
JACKETS	
PER JACKET-16 MM – MOUNTED & INDEXED	0.30
PER JACKET-35 MM – MOUNTED & INDEXED	0.30
PER APERTURE CARD-35 MM – MOUNTED & INDEXED	0.30
DIAZO DUPLICATE	
PER ROLL – 16 MM	5.00
PER ROLL - 35 MM	6.00
PER FICHE – JACKETED FICHE	0.18
PER APERTURE CARD – 35 MM	0.18

FILM CONVERSION PRICES: (PER IMAGE)	
16 MM/35MM FILM TO TIFF	.02 to .05
MICROFICHE COM	.06 to .08
MICROFICHE STEP	.07 to .09
MICROFICHE JACKET	.08 to .10
PAPER CONVERSION PRICES: (PER IMAGE)	
SIMPLEX SCANNING (200dpi)	.036 to .08
DUPLEX SCANNING (200dpi)	.035 to .08
SIMPLEX SCANNING (300dpi)	.05 to .08
DUPLEX SCANNING (300dpi)	.04 to .09
INDEXING PRICES: (PER IMAGE)	
INDEXING PRICES DEPENDS ON THE NUMBER AND TYPE OF INDEXING REQUIRED	.01 to .18
PREPARATION PRICES: (PER HOUR)	
INCLUDES REMOVING STAPIES. STICKY NOTES, PAPER CLIPS, ORGANIZING PAGES, MOUNTING VERY THIN/SMALL NOTES AND RE-PREP	12.00 to 18.00
OCR TEXT SCANNING PRICES: (PER IMAGE)	
IMAGE OVER TEXT OCR	.20 to 1.80
FULL EDITABLE TEXT OCR	.80 to 4.90
APERTURE CARD PRICING: (PER CARD)	
RAPID INDEXING (HOLLERITH CODE)	.08 to .32
SCANNED AND HAND INDEXED	.23 to 1.20
PALLET STORAGE – PER MONTH	15.00