

Southern Wise

RECORD STORAGE

Phone: 770-227-6800 Fax: 770-467-0550

1120-A Everee Inn Road • PO Box 1737 • Griffin, GA 30224

Standard Storage Rates per Size per Month

Standard Cartons 1.2 Cu. Ft.	\$0.50
Letter Transfer 1.8	\$0.95
Legal Transfer 2.4	\$1.44

Odd Size Box Rates per Cubic Foot per Month \$0.95

Initial Pick Ups within 50 miles (Contact us for Pick Ups beyond 50 miles)

Pick up per Box (with \$10.00 Minimum)	\$1.50
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Scheduled Pick Ups Free

Initial Handling per Box

Standard Cartons 1.2 Cu. Ft.	\$1.56
Letter Transfer 1.8	\$2.34
Legal Transfer 2.4	\$3.12

This includes receiving, inventory, bar coding, data entry

Box or File Retrieval

Pulling a requested Box from Storage	\$2.25
Pulling a requested File from a box in Storage	\$2.25
Adding File Folder to Tracking System	\$0.20
File Not Found in Requested Box	\$2.19

Deliveries Monday thru Friday 8:00 am to 5:00 pm within 50 miles (Contact us for Deliveries beyond 50 miles)

Desk Top Delivery of File Folder	\$10.00
Delivery per Box (with \$10.00 Minimum)	\$1.50
Fax, Copy or Email per Page	
1 to 10	\$0.25
11 to 20	\$0.19
21 and up	\$0.16
Telephone Delivery per Call	\$2.00
Item Accessed on Site (In addition to pull)	\$1.88
After Hours Delivery/Pick up Surcharge	\$75.00

Filing, Refiling, or Reshelving per Loose Papers, Files, or Boxes

File Folder	\$2.00
Loose Papers	\$2.19
Reshelve Standard Cartons 1.2 Cu. Ft.	\$1.56
Reshelve Letter Transfer 1.8	\$2.34
Reshelve Legal Transfer 2.4	\$3.12

Certified Record Destruction per Pound \$0.35

Must have written Request - Normal Retrieval Service Applies