

## PRICE LIST

Effective 1st March 2007

### The Standard Service

#### (Scanning, Imaging and Archiving Fees)

Per box (whether the box contains destructible and/or non-destructible documents e.g. original signed contracts, original leases) £38.00 per box

*The above includes supply of the scanning/archiving box (with a long term archiving bag (for non-destructible documents)), collection (minimum of 5 boxes each at £38.00), tracking, scanning, indexing, archiving of the contents of the box (for one year), production of a CD, secure online access and destruction of the destructible box contents at the expiration of one year.*

At the expiration of one year archiving fees are:

Per box (size 33 x 26 x 8 cms) £0.10 per month  
*Assuming the contents are not destroyed*

Per long term archiving bag £0.05 per month  
*The non-destructible contents of a box will attract an archiving fee from the end of year one of £0.05 per month per long term archiving bag*

### The Fire Proof Service

#### (Scanning, Imaging and Archiving Fees)

Per box (when the box contains non-destructible documents e.g. original signed contracts, original leases) £60.00 per box

*The above includes supply of the scanning/archiving box (with a long term archiving bag (for non-destructible documents)), collection (minimum of 5 boxes each at £60.00), tracking, scanning, indexing, archiving of the non-destructible contents of the box in fire proof cabinets (for one year), production of a CD, secure online access and destruction of the destructible box contents at the expiration of one year.*

At the expiration of one year archiving fees are:

Per box (size 33 x 26 x 8 cms) £4.00 per month  
*Assuming the contents are not destroyed*

Per long term archiving bag £2.00 per month

*The non-destructible contents of a box will attract an archiving fee from the end of year one of £2.00 per month per long term archiving bag.*

Notes applicable to both the Standard Service and the Fireproof Service

(i) Collection of the Standard Service and the Fire Proof Service boxes can be mixed to create a minimum of 5 boxes for collection.

(ii) It is envisaged that scanned material (capable of destruction) will almost always be destroyed at the expiration of one year and will never be archived in fire proof cabinets.

(iii) Where the agreement between a client and Logicstore has terminated a monthly fee of £38.00 (the 'online service fee') will be levied to maintain online functionality (i.e. document management, searching, cut and paste facilities) in respect of all scanned archived files. Such lapsed clients choosing not to pay this fee will be able to access their scanned archived files via the CDs already provided to them.

(iv) Where active clients use the Standard Service and the Fireproof Service infrequently Logicstore reserves the right to levy a minimum monthly fee of £38.00. However, no such fee will be levied in any rolling 12 month period where Standard and Fireproof Service fees exceed £500 during that rolling 12 month period.

### Delivery/Collection Journeys (see note a)

#### One Way Delivery

For up to 5 boxes £15  
For each additional (up to) 5 boxes on same journey an additional £1

*The above is for next day service - (request by 15.00 previous day)*

For up to 5 boxes £25  
For each additional (up to) 5 boxes on same journey an additional £1

*The above is for emergency same day service - (request by 10.00 am same day)*

#### One Way Pick Up

For up to 5 boxes £15  
For each additional (up to) 5 boxes on same journey an additional £1

#### Combined Delivery and Pick Up

The fee is based on the combined total of items delivered/picked up and

excludes emergency same day service

For up to 5 boxes £20  
For each additional (up to) 5 boxes on same journey an additional £1

#### Waiting Time on Journeys

Half hour or part thereof £15

#### Retrievals

For up to 5 boxes Free of Charge  
For each additional (up to) 5 boxes (subject to note (h) overleaf) Free of Charge  
Scan on demand file retrieval £35.00 per file  
Permanent Retrievals (see note (g) overleaf) Free of Charge

#### Retrieval includes:

*Locating the boxes and long term archiving bags  
Retrieving the boxes and long term archiving bags  
Tracking the boxes*

*The cost of delivering the boxes and long terms archiving bags is shown under Delivery/Collection Journeys.*

#### Refiling of Retrieved Boxes/Long Term Archiving Bags

For up to 5 boxes (see note (h) overleaf) Free of Charge  
For each additional 5 boxes Free of Charge

#### This includes:

*Returning the boxes and long terms archiving bags to archiving  
Tracking the boxes and long terms archiving bags  
The cost of collection of the boxes and long terms archiving bags is shown under Delivery/Collection Journeys.*

In the event that a returning box needs to be scanned (because it has not been scanned before) the one-off fee of £38.00 will be levied but all other fees will be adjusted to prevent duplicate charging.

#### Fire Proof Safe Storage

Use of one drawer £25 per month

*One drawer will hold approximately 25 CDs/data tapes*

#### Fire Proof Cabinets

Use of one drawer £25 per month

*Drawers can be rented for storage of miscellaneous material*

#### File Destruction

To include amendment to online cataloguing (to show destroyed) £0.50 per file

*Files not automatically destroyed at the expiration of one year will incur the standard file destruction charge of £0.50 when destruction is finally requested.*

#### Lease/Other Legal Documents Scanning/Photocopying

Bound Documents/Awkward Size Documents  
*Photocopying and scanning based on time incurred basis* £25 per hour

Complex Documents  
*Variable depending upon size and complexity of the document  
Guide fee per 1000 A4 sheets* £35

#### Home Information Packs

Printing and binding an HIP (from electronic master)  
Guide fee: for 1 copy £20  
for 3 copies £50  
for 5 copies £70

Leather binding of an HIP, typically, per copy an extra £20

Scanning, indexing, manipulation of an HIP, typically £30

#### Sale of Scanning/Archiving Boxes

Flat packed in units of 10 (with 10 long term archiving bags)

One file size (size 33 x 26 x 8 cms) £12.50 each pack of 10 boxes

#### Administration Services

Provision of initial CD to create Icon on relevant PCs Free of Charge  
File identification to match the client's filing methodology Free of Charge  
Security tracking of all boxes (files) Free of Charge  
online access for all requests Free of Charge  
Printing Archiving Reports Free of Charge  
Database Amendments Free of Charge  
Security Seals etc Free of Charge  
Production of additional CDs £2.00 per CD  
General Labour £25 per hour  
Fax Back Service £0.15 per page  
Photocopying (small quantities) £0.15 per page

## **Notes:**

- a) Delivery charges relate to journeys to a nominated office within a 10 mile radius of central London.
- b) All fees are subject to VAT at the current rate at time of invoice.
- c) All fees are invoiced monthly in arrears and assume payment within 14 days of invoice.
- d) All files must have the client's unique filing reference number/character.
- e) If a destroy date has been allocated to the file it should be marked clearly on the file security seal.
- f) All files must be housed in Logicstore's Scanning/Archiving Boxes with non destructible documents contained in the long term archiving bag within the box.
- g) The tracking of a permanent withdrawn file shows that the file is with the client.
- h) Logicstore reserves the right to introduce a competitive fee, subject to one month's notice, in the event of unfair use of this facility e.g. requesting retrievals of say 100 boxes for one journey.
- i) Fire Proof Safes and Cabinets will only resist fire for a period specified by the manufacturer, generally 90 to 120 minutes.

## **Logicstore's Aim**

Logicstore's aim is to collect, uniquely identify, scan, index and archive in uniquely designed individual Logicstore filing boxes and to provide retrieval services online or otherwise when required.

## **File Definition**

A file is defined as a document of up to 500 sheets of paper each of which may be printed on both sides. A full file will fill up a scanning/archiving box. The Standard Service and the Fire Proof Service are priced on the basis that the destructible contents of a box will be destroyed at the expiration of one year (the documents will have been scanned and electronically archived when originally received by Logicstore).

## **Tracking Systems**

Logicstore uses a bar coding system which enables any box and long terms archiving bag to be uniquely identified and tracked. This tracking commences from collection at the client's office until such time as it is safely filed in the data store.

Logicstore uses the system for risk management purposes. Client files will be transported to the data store on the day of collection.

## **Online Management**

Logicstore's online facilities include:

- ♦ Viewing the archived database
- ♦ Viewing the scanned individual files
- ♦ Searching the scanned files
- ♦ Using cut/copy and paste functionality
- ♦ Requesting retrievals and returns
- ♦ Requesting destructions

## **Disaster Recovery**

All scanned boxes are backed up. In the event of a disaster service will be resumed within 2 hours but the configuration may be as at the previous night. CDs are provided as part of the service.

## **Scanning of Documents**

The Standard Service and The Fire Proof Service will scan the file in the order that the file is presented. Logicstore provides clients with a detailed instruction manual explaining how the system should be used to gain maximum benefits. Files will be identified to match the filing identification methodology used within the client's office. In this way when staff search online or via a CD they use the same systems and numbering nomenclature that they are used to.

Additional sorting and indexing of files can be undertaken on request. Depending on the nature of the additional work additional fees may be levied.