

# Cost Comparison for Record Management

## Do you need:

An economical solution to manage your files?

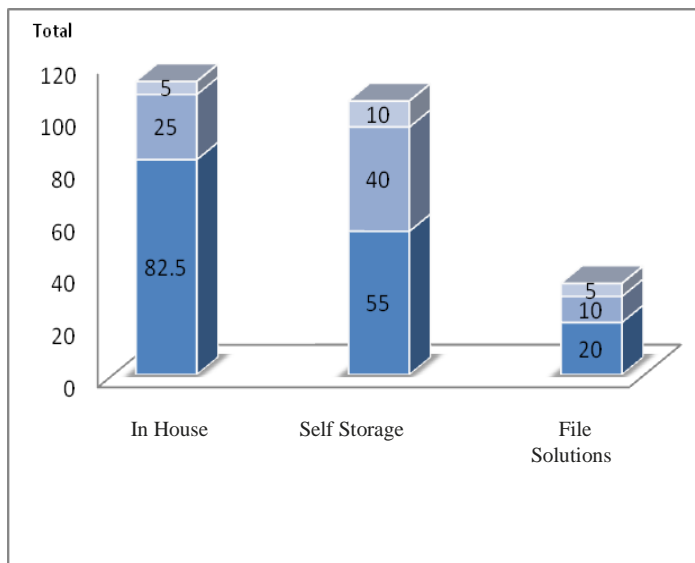
File Solutions has an affordable alternative to in-house or self-storage.

A secure place for documents?

We know that document security is important; File Solutions maintains all records in a secure and confidential manner.

Ready access to archived files?

File Solutions provides secure pickup and delivery. We also have an onsite project room for your use.



Storage  
Storage cost per month. 50 boxes

Labour  
To deliver or retrieve four boxes

Insurance

## Compare your own cost

- |  |             |          |   |
|--|-------------|----------|---|
| 1. Total Cost of Storage Facility  |             | \$ _____ | A |
| 2. Divide Total Storage Cost (A) by Number of Boxes:                         | _____ Boxes | \$ _____ | B |
| 3. Hourly cost of employee wage  | \$ _____    |          |   |
| Plus 25% for company benefits, etc   | \$ _____    | \$ _____ | C |
| 4. Average time for staff members to retrieve files                          | _____ hrs   |          |   |
| Multiply by hourly rate (C)  | \$ _____    | \$ _____ | D |
| 5 Double the Dollar amount (D) for staff not performing more important tasks |             | \$ _____ | E |
| Total cost of Storage Facility (B+E)   |             | \$ _____ | F |
| 1. File Solutions average cost per box                                       |             | \$ _____ | G |
| 2. Retrieval Cost  |             | \$ _____ | H |
| 3. Base Delivery Cost  |             | \$ _____ | I |
| File Solutions Total (G+H+I)   |             | \$ _____ | J |
| Difference between Storage Facility and File Solutions (F-J)                 |             | \$ _____ |   |