



## What do you currently spend to store & manage your records on-site?

To determine the costs of storing and managing records in your office or warehouse space, consider the following:

- The average cost of a four-drawer, letter size file cabinet is approximately \$300.00.
- Space for a single four-drawer vertical file cabinet with drawer extended so that a person can access files in the drawer, requires at least 8.25 sq ft.

Calculate your actual on-site storage cost below:

$$8.25 \text{ sq ft} \times \frac{\text{_____}}{\# \text{ of file cabinets}} = \text{_____} \times \frac{\text{_____}}{\text{annual rent/sq ft}} = \text{_____} \text{ hard cost/yr}$$

Now add labor costs for filing, retrieving and searching for records at \$???.00/hour of salary times the number of hours per day, week, month, or year to calculate your total cost.

$$\frac{\text{_____}}{\$/\text{hour salary}} \times \frac{\text{_____}}{\# \text{ of hours per year}} = \text{_____} \text{ soft cost/yr} + \text{_____} \text{ hard cost/yr} = \text{_____} \text{ TOTAL COST/YR}$$

In addition to the file cabinets, do you have boxes stacked on-site? Please indicate how many:

1.2 boxes - Standard Letter/Legal(12x15x10") \_\_\_\_\_

1.8 boxes – Letter Transfile (12x10¼ x24") \_\_\_\_\_

2.4 boxes – Legal Transfile (15x10¼ x24") \_\_\_\_\_

Cancelled Check boxes (9½x4½x24") \_\_\_\_\_

**\*\*\*\*\*Maintaining your inactive files on-site is expensive and wastes valuable space\*\*\*\*\***

Are you renting a storage unit? Calculate that cost.

$$\frac{\text{_____}}{\$/\text{Unit cost/month}} \times 12 \text{ months} = \text{_____} \div \frac{\text{_____}}{\# \text{ of boxes in unit}} = \text{_____} \text{ cost/yr for storage unit}$$

Does your business have a privacy and destruction policy that addresses and adheres to HIPAA, FACTA, Graham-Leach-Bliley, Sarbanes-Oxley or other government act? \_\_\_\_\_ yes \_\_\_\_\_ no

Your name: \_\_\_\_\_

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Fax this form to 847-549-0707 or call 847-549-0700 for a free, no obligation cost comparison.**