Storage Pricing Secure Space for the storage of boxes in standard storage environment. . Management Services Pricing Services during normal business hours, Monday through Friday 9:00 a.m. to 5:30 p.m. excluding holidays **New Records (receiving and entry)** The receipt of additional customer records resulting in an increase to the customer storage balance. **Retrievals/Refiles** The temporary retrieval/refile of records from storage. (Rush applies to retrievals only). **Destruction** The preparation, documentation, and physical destruction of records. **Permanent Withdrawal** The preparation, documentation, and permanent withdrawal of records. Management services will be billed monthly in arrears. Transportation / Delivery Pricing **Delivery Next Day**  Charge per transportation visit, plus rate per box. Call by 3:00 p.m. for delivery next day by 5:30 p.m. **Delivery Half Day / Same Day**  Charge per transportation visit, plus rate per box. Order by 10am for delivery by 5.30pm. Order by 3pm for next day delivery by 12pm **Delivery Emergency Visit (Rush)** Charge per transportation visit, plus rate per box. Delivery within 2 hours of request. Requested by 3:30pm for delivery same day.