



Document Storage

Ideally situated close to the city centre Hull Self Store can offer you a convenient cost effective archive storage service for your files and records. With excellent security and an extensive existing client base of well known local businesses we feel that your needs will be well catered for.

 **STORAGE CHARGE** 

The charge is £0.09 \ week for a standard Appleyards sized archive carton or £3.78 \ bay if cartons are oversized.

 **COLLECTION CHARGE** 

Collection of first file or carton is £10.00 thereafter £1.00 \ file or carton.
Placing onto racking £1.00 \ carton

 **RECEIVE IN CHARGE** 

Receive in at reception and place carton onto racking £1.50 \ carton

 **EXTRACTION SERVICE** 

Files and cartons can be accessed free of charge by you so long as it is by nominated member of staff and we have been made aware of who they are.

We can pull individual files or cartons for you to collect or we can extract and deliver files or cartons and deliver to your office.

The charge to extract a file or carton is £1.00 plus delivery charges or £1.50 if collected from our reception by yourself.

 **ARCHIVE CARTONS** 

Archive cartons can be supplied at £1.50 each. Local delivery charge is £10.00 or free for a minimum order of 10 boxes.

 **RETRIEVAL SERVICE** 

STANDARD

Requests before 16:00 Delivery next day  First Carton £10.00
Thereafter £1.00 \ carton

EXPRESS

Requests before 16:00 Delivery by noon next day  First Carton £25.00
Thereafter £1.00 \ carton

EMERGENCY

Requests before 16:00 Delivery by 09:30 next day  First Carton £40.00
Thereafter £1.00 \ carton

The above retrievals are based on requests and deliveries on weekdays.

All prices are subject to VAT.

ONE MONTH FREE ARCHIVE STORAGE!*
* with a signed contract for a minimum of 100 archive cartons