

# Onsite vs. Offsite



**LET BANKERS BOX SAVE YOU UP TO 68%!!**

# Key Facts

- 95% of a document's usage occurs within the first 3 years of the life of the document.
- Off-site storage companies charge high fees to retrieve, delivery, pick-up and re-file boxes.
- If you save your most used documents on-site you can save money, time and the files will be more secure.



# Off-site Fee Example

## Annual Storage Fee

\$ 0.31 Box  
x12 Months  

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\$ 3.72

\* Minimum Fee \$125 = 404 Boxes

## One Box Delivery

\$ 2.52 Retrieval Fee  
\$ 19.50 Delivery Fee  
\$ 2.20 Handling Charge  

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\$ 24.22 Delivery  
\$ 24.22 Return  

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\$ 48.44 Round Trip

## One Box Same Day Delivery

\$ 6.31 Rush Retrieval Fee  
\$ 93.46 Rush Delivery Fee  
\$ 2.20 Handling Fee  

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\$ 101.97

## Shredding Fee

\$ 3.06 Shredding Fee  
\$ 2.52 Retrieval Fee  

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\$ 5.58

## Permanent Removal Fee

\$ 3.82 Permanent Withdrawal Fee  
\$ 2.52 Retrieval Fee  
\$ 2.20 Handling Fee  
\$ 19.50 Handling Fee  

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\$ 28.04



# 3 Keys from Off-site to On-Site

1. Lower Cost > Save up to 68% over off-site storage
2. Convenience > Records are onsite when you need them
3. Control > Know who is handling your records & prevent a security breach



# Key Questions To Start Saving

1. Do you have a records management program?
  - An effective records management program is critical to ensure legal and regulatory compliance.
  - An effective records management program can dramatically reduce the space and cost associated with storing your records.
2. Who is responsible for overseeing your records management program?
  - General Counsel
  - Chief Financial Officer
  - Records Manager
  - Office Manager



# Key Questions To Start Saving

3. Do you have a records retention schedule
  - Implementing and following a records retention schedule is the foundation of any effective records management program.
  
4. Is space an issue related to storing your records?
  - Implementing and following a records retention schedule can reduce a companies volume of records by up to 30%
  - Storing records in drawers vs. boxes can reduce your storage space needs by 80%



# Key Questions To Start Saving

5. Are you disposing of your records according to your retention schedule?
  - Retaining records longer than needed increases your legal liability.
  - Retaining records longer than needed increases the space and cost associated with storing your records.
  
6. Is cost an issue related to storing your records?
  - Do you store your records onsite or offsite?
  - Storing records on site saves an average of 68% vs. storing records offsite

# Key Questions To Start Saving

7. Did you know, 95% of the activity related to records takes place in the first three years of storage.
  - Storing three years of records on site can significantly reduce your offsite storage and retrieval fees.
  
8. Would you like Fellowes to conduct a free records management needs assessment to identify opportunities to improve your records management program and reduce cost?



# Bankers Box Tools to Identify Your Savings Opportunity

- Lack of space is the primary reason heard for storing records offsite
- The Needs Assessment and In-House Savings Calculator show how onsite storage:
  - Reduces Cost
  - Improves Control
  - Increases Convenience
  - Benefits of coexisting with offsite



# Needs Assessment



## Records Storage Needs Assessment

Company Name   
 Street   
 City   
 State  ZIP   
 Contact   
 Title   
 Phone   
 E-mail

**Who is the person responsible for your records management program?**

Name   
 Title   
 Phone   
 E-mail

**Do you have a records retention schedule in place?**

Yes  No

**How do you manage and track your records?**

Software program  Excel spreadsheet  
 Manually  No system in place  
 Visually by destroy date on boxes

**Do you purge your records regularly based on your retention schedule?**

Yes  No

**How many boxes of records do you store?**

On-site  Off-Site  Total

**If a combination of On-Site and Off-Site**

How many years On-Site?

How many years Off-Site?

**If you store records On-Site, is space an issue?**

Yes  No

**Do you store your On-Site records in:**

Boxes  Corrugated Drawers  File Cabinets

**If you store your records Off-Site:**

What company do you use

What are your monthly charges

Do you buy your boxes from your Off-Site provider?

Yes  No

If so, what style box

What is the cost per box

**How much space could be available On-Site for storing records?**

Dimensions of available space

Use the symbols pictured below to prepare a rough sketch of your records room. If your records are stored in more than one room, sketch a floor plan for each room. Please include the following information:

Room Size  ft.  in. x  ft.  in. Notes:   
 Usable Ceiling Heights  ft.  in. x  ft.  in.  
 Stored Document Size  Letter  Legal

Name  E-mail   
 Company Name   
 Address   
 City  State  Zip   
 Phone  Fax



# In-House Storage Savings Calculator

With the Bankers Box In-House Calculator we can identify your opportunities to SAVE \$\$\$\$\$


Rev. 2.1

### In-House Storage Savings Calculator

# of Boxes Off-Site or On-Site		1000
Estimated Cost of Off-Site Storage (1 month)		\$309.60
Service Fees (1 month)		\$336.16
Total estimated Cost of Off-Site Storage (1 month)		\$645.76
Cost of Off-Site Storage (1 month)	Manually Enter <input type="checkbox"/> No <input type="checkbox"/>	\$645.76
Select a Box or Drawer		00511 Staxonsteel® Letter
# of Units Needed		625
Adjust Cost of Drawer/Box	<input type="checkbox"/> No <input type="checkbox"/>	\$29.81
Add File Cube (Boxes Only)	<input type="checkbox"/> No <input type="checkbox"/> Adjust Cost <input type="checkbox"/> No <input type="checkbox"/>	\$0.00
Your Off-Site Storage Expenses (	<input type="text" value="7"/> Years Outlook)	\$57,773.95
Your In-House Cost of Storage (	<input type="text" value="7"/> Years Outlook)	\$18,631.25
You Save		68%
Pay off Time (months)		29
Size of In-House Space Required (sq ft)		262
Cost of On-Site Space per square foot per year		\$0.00
<b>Dollar Savings</b>		<b>\$39,142.70</b>

**COLOR KEY:**

Need to fill in \*

If you have additional information, you can fill in/change

Dollar Savings from Staying On-Site

# Staxonsteel® On-Site Solution

- Stacks 10 high - The higher the drawer system stacks, the more space, time and money you save
- Steel framework interlocks vertically and horizontally to withstand the heaviest day-to-day usage
- Our strongest system is also the easiest to assemble. Drawers snap together with poly-lock technology and are reinforced with steel wire
- Steel frame and reinforced drawers ensure full drawers open and close smoothly



Staples No. 113902 (Letter)  
Staples No. 113951 (Legal)

# On-Site Opportunity

- Off-site storage companies do not require customers to purchase **their** boxes
- Bankers Box® storage boxes are”
  - Less Expensive
  - Easier to assemble
  - Stronger
    - Stronger boxes lead to fewer reboxing fees from an off-site storage company

***The Solution...***



# Bankers Box Off-Site Box Solution

R-Kive O/S  
Staples No. 822935



Mystic Box  
Staples No. 822936



**STAPLES** Advantage

**BANKERS BOX**  
STRENGTH YOU CAN COUNT ON™