

# The Interact Group DOCUMENT STORE

## Quotation for Document Storage

		Rate HK\$
<b>Document Storage</b> 文件儲存 (incl. record mgt. & retrieval Note 3, 4)	<b>L40 W36 H30 cm</b> <b>carton paper box</b> (5 x 5" box file size)	<b>25</b> <b>per box per month</b> (qty. discount is offered)
<b>Carton Box &amp; Delivery</b> 文件儲存		<b>Free</b>
<b>Collecting Document</b> 文件收集 Note 3		<b>50</b> up depends on location (Free for >10 boxes collected)
<b>Delivering Document</b> 文件發送 Note 3	to customers' site	<b>50</b> up depends on location
<b>Document Shredding</b> 文件銷毀 Note 3, 4		<b>50</b> per box
<b>Express Document Shredding</b> 特快文件銷毀 Note 4	within 2 hours	<b>100</b> per box
<b>Express Document Retrieval</b> 特快文件提取 Note 4	within 2 hours	<b>30</b> per box
<b>Common Sealed for confidentiality</b> 儲存箱封存		<b>20</b> per box
<b>Reading Room Rental</b> 閱覽室租賃		<b>50</b> per hour
<b>Virtual Office Service</b> 虛擬辦公室服務		<b>50</b> up per month
<b>Content Insurance</b> 財物保險		
<b>Transportation arrangement</b> 代辦運輸服務		
<b>Imaging &amp; Digital Backup Solutions</b> Note 6 數碼影像備份及管理方案		call for quotation
<b>Offshore Document Storage</b> 離岸文件儲存		

## Remarks 附註

Deposit 按金	Waive 豁免
Term of license 服務期限	Minimum 1 month, pay monthly in advance Note 5 最少一個月, 按月預付 Daily rental is welcome & negotiable; discount is offered for a long term leasing 歡迎日租、價錢另議; 較長租用期可享折扣優惠

## Notes 注意

- All customers must declare the nature of goods to be stored and have their goods fully insured and responsible
- Modular design concept: easy handling with minimize budget requirement and increase flexibility
- With one days' notice
- Retrieve can be made by fax, phone or email. Shredding instruction can only be made in writing
- Invoice issued at the end of every month with event schedule: show activities of retrievals, shredding, new boxes, pick-ups ...
- Converting / scanning paper documents to CD-ROMs or other digital files for fast, convenient access via email or web-based systems. With editable & non-editable options for retrieval or storage of files, and can view on Windows, Macintosh or Linux OS

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