



Cost Comparison of Aloha Copy vs Document Storage

Estimated Number of Documents You Have:

Number of Boxes	_____		
File Cabinet Drawers	_____	Vertical Cabinets	Horizontal Cabinets
Horizontal Feet of Open Shelving Storage	_____		

What Kind of Storage Are You Using:

Iron Mtn or Similar Service	_____	Monthly Bill, including retrieval charges
In Your Office	_____	How much do you pay per sq/ft
In a Storage Unit	_____	You monthly storage unit rent

Number of Years For Legal Document Retention	_____	Use Our Retention Schedule to help
How Many Retrievals Do You Have Per Month	_____	

Estimated Costs:

The Lifetime of Your Files Will Cost You:	_____	If nothing changes, but it will
If You Used Aloha Now It Would Cost You Approx:	_____	This is only an estimates, final costs are based on actual quantities
Using Aloha Copy & Scanning NOW could save you	_____	over the lifetime of your documents.

Immediate Benefits

- This creates an instant Disaster Recovery Plan - Protecting your files and your business
- Secures your documents - No more lost files, misfiles or damaged originals
- Faster retrieval times - Your employees will be more productive as they spend less time digging for files

Our price is RIGHT NOW, storage costs, rent and labor costs will be going up over the years and so will your document storage costs.

The number of documents used is based on formulas that have been developed over the last 18 years. There are other variables that can not be calculated without a visual inspection of the boxes, However, these numbers are accurate and represent how much money we could save you over the long term.

Aloha's price includes: Document preparation, per page scanning, basic indexing and CD/DVD disks. Variables such as complex indexing, very messy or very clean documents can change this number significantly. A visual inspection of your files by one of our Document Experts is recommended for a more accurate quote.