



DOCUMENT STORAGE MANAGEMENT AGREEMENT ©

STORER

Business Name: _____ ABN: _____

CONTACT DETAILS

Ms/Mrs/Mr _____ First Name: _____ Surname: _____

Business Address: _____ Postcode: _____

Postal Address: _____ Postcode: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

[Please advise us immediately if your address or contact numbers or those of the alternative contact person change]

STORAGE DETAILS

Maximum Weight: 8kg per standard archive box

BOX DESCRIPTION: Must Include Company Name and Box Number On the Outside of the Box

Storage Period From: _____ / _____ / _____ To: _____ / _____ / _____

and then extended automatically until **28 days** notice is given by either party.

January Annual Increase of 5% or CPI (Calculate Greater)

STORAGE COSTS

Service Fee: \$27.50 min. per cal month
Administration Fee: \$55.00 (new accounts)
Late payment fee: \$15.00
(Applied every 14 days after due date)
Fee for any cheque returned unpaid \$45.00
Plus Bank Fee

DOCUMENT STORAGE COSTS

\$1.10 per box per cal month
Retrieval/Collection* (next business day)
\$3.30/box minimum of \$16.50
*Retrieval time is subject to business conditions.

STORER'S ACCEPTANCE

Please read the conditions carefully as by signing this Agreement you will be bound by them

I/We agree to be bound by the conditions of this Agreement. Signed by:

[Storer's Signature]
Authorised to sign on behalf of company:

[Storer's Name]

Accepted by Document Storage Management.
Signed for and on behalf of Owner:

Date of this Agreement:
_____ Day of _____ 20 _____

MAIN POINTS

- All payments are to be made fourteen days from date of invoice by you (the Storer).
- Goods are stored at your sole risk.
- The Owner is not liable for the loss of any goods stored on its premises.
- You must not store hazardous, dangerous, illegal, stolen, perishable, environmentally harmful or explosive goods.
- The stored boxes will only be accessed by Document Storage Management staff.
- 28 days notice must be given for termination of this agreement.
- The Storer must notify the Owner of all changes of address and contact telephone numbers.
- If you fail to comply with the conditions of this agreement the Owner will have certain rights, which include forfeiture of your retrievals and the right to seize and sell and/or dispose of your goods.
- The Owner has the right to refuse retrieval or collection if all fees are not paid promptly or business conditions dictate.
- Payment by cheque, direct deposit or credit card (merchant fee applies to CC payments).

PAYMENT OPTIONS

Please mail payment to:
GPO Box 1517, SYDNEY NSW 2001

Direct Deposit:
DOCUMENT STORAGE MGT
ANZ: BSB: 012 006 ACC: 109 217 799

Terms: Payment due 14 days from date of invoice