

## Additional Support and Service Fees

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Administrative Services	\$65.00 hourly
Administrative Services (Rush)	\$95.00 hourly
Quick Assist (simple, singular task)	\$5.00 each
Mail Forwarding	\$10.50 each plus postage
Black/White Copies	5¢ per page
Color Copies	20¢ per page
Scanning	10¢ per page
Unlimited Scanning	\$25.00 monthly
Fax In/Out	\$1.00 per page
Binding	\$75.00 hourly (includes materials)
Shredding	\$5.00 an inch
FILE STORAGE	
1st drawer	\$25.00 monthly
2nd drawer	\$20.00 monthly
3rd drawer	\$15.00 monthly
4th drawer (and beyond)	\$10.00 monthly
Storage and File cabinet (Night Elevator Lobby) (cabinet plus 2 drawers)	
Cabinet only	\$40.00 monthly
1st drawer	\$25.00 monthly
2nd drawer	\$20.00 monthly
Entire cabinet	\$75.00 monthly
Cable TV	Cost plus \$25.00 monthly access
TECHNICAL SUPPORT	
RGBC internal technician (15 minute minimum)	\$150.00 hourly
Tier 1 outside vendor (30 minute minimum)	\$185.00 hourly (client approval required)
Tier 2 outside vendor (30 minute minimum)	\$270.00 hourly (client approval required)

All vendor services and supplies are at cost plus 25%.

All hourly support services billing is in 15 minute increments except where noted

*certain services have initial start-up fees associated with them, please inquire for details*