

Assumptions 17000 files = 700 productive hours to handle  
 Cost of handling per file £ 2.14  
 17000 files = 845 boxes  
 92% files held @ Northgate  
 18% files held at Terraquest

		Northgate	Terraquest	
<u>Option 1</u>	<b>Securely destroy all files</b> (subject to this not being included in the contract)	5,005	488	<u>5,492.50</u>
<u>Option 2</u>	<b>Return 250 files for checking</b>			
	Labour	492	96	
	Box Retrieval 1.50	345	68	
	File Retrieval 3.00	690	135	
	Transport (13 Boxes)	327	96	
	New boxes	30	6	
		1,854	395	2,249.20
				21,250.00
				<u>23,499.20</u>
<u>Option 4</u>	<b>Return File Covers only</b>			
	Labour (50 files/hour)	16,266	3,182	
	New Boxes	391	77	
	Transport (single journey)	4,079	1,879	
		20,736	5,138	25,873.42
				10,625.00
				<u>36,498.42</u>
<u>Option 3</u>	<b>Return all Files</b>			
	Box Retrieval 1.50	1,155	113	
	Termination 2.00	460	90	
	Transport (single journey)	20,164	1,964	
		21,779	2,167	23,945.50
Option 3a	<b>Check 250 files/Destroy</b>			
	Secure destruction			5,500.00
				21,250.00
				26,750.00
				<u>50,695.50</u>
Option 3b	<b>Check 250 files/Remove Covers/Destroy</b>			
	Secure destruction			5,500.00
				21,250.00
				10,625.00
				37,375.00
				<u>61,320.50</u>
Option 3c	<b>Remove Covers/Destroy</b>			
	Remove covers (Internal) 15.17857			5,160.71
	Secure destruction			5,500.00
				10,625.00
				21,285.71
				<u>45,231.21</u>