



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 details change]

STANDARD ARCHIVE BOX: Identification must include company name and box number on the outside of the box. The description of the contents should be kept with the Storer not on the box.

Maximum Weight: 10kg per standard archive box

Monthly Storage Period: From: To:
 and then extended automatically until 28 days notice is given by either party.

STORAGE COSTS

1-25 boxes: \$27.50 per month
 Additional boxes \$1.10 per box per month
 Administration fee: \$55 for new accounts
 Late payment fee: \$15
 (applied every 14 days after due date)
 Fee for any cheque returned unpaid \$45
 plus Bank Fee

Retrieval/Collection Service*

Requests via email (info@cbdstorage.com.au)
 or fax (02 9223 4449) only.
 \$3.30 per box minimum of \$16.50
 *Retrieval time is subject to business conditions.

All prices include GST

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]
 Authorized 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

Agreement Terms

- * 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.
- * For past due accounts or 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 Options

Payment by: VISA, MASTER CARD, AMEX

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

Direct Deposit :
 Document Storage Management
 ANZ: BSB: 012 006 ACC: 109 217 799

Payment Terms: Payment due 14 days from date of invoice