

## File Storage Price List

Storage Rate per Standard Carton of 1.2 cu. Ft. or less	\$0.32/month
Banker's Box/ Double Size Carton	\$0.60/month
Minimum Storage Fee	\$25.00/month
Receiving, Indexing, & Handling	\$1.00/Carton (1 Time Charge)
Regular Reference (Retrieval or Re-File)	\$1.50/File or Carton
Rush Retrieval	\$3.50/File or Carton
Simple Disposal of Carton	\$2.00/Carton
File Storage Carton Cost	\$2.50 Each

## Transportation

Pickup or Delivery varies per number of Cartons and Distance

Within 15 miles of downtown Kingsport	\$20.00/1-5 Cartons (minimum charge)
16-25 miles from downtown Kingsport	\$30.00/1-5 Cartons (minimum charge)
26-35 miles from downtown Kingsport	\$40.00 for 1-5 Cartons (minimum charge)
6-99 Cartons	\$2.00 Each Additional Carton
100+ Cartons	\$1.00 for Each Additional Carton

## About Still Transfer

Still Transfer Company, Inc. has served the local and long distance moving and storage needs of its customers since 1928. We handle both local and long distance moves of households both large and small. Still Transfer's main service area for origin or destination is Eastern Tennessee and Southwestern Virginia. Shipments which pass through E. TN and SW VA and larger shipments in the eastern US are also a good fit for our operation. Still Transfer specializes in the local, long distance and international shipment of household goods and office equipment.

Cargo valuation coverage is available. We offer a full range of packing materials for purchase by the public. Our equipment ranges from small pick up size units to the largest tractor trailers.

Still Transfer is a bonded U.S. Customs broker. The company is authorized to operate between the 48 continental states, to and from Quebec and Ontario, and within Tennessee and Virginia as well as having Freight Forwarder Authority to handle all international moves. Still Transfer Company has been family owned and operated since it was begun by Tom and Rachel Still in 1928.

## Member of the following professional organizations:

American Moving & Storage Association  
International Association of Movers  
Virginia Movers and Warehousemen Association  
Greater Kingsport Area Chamber of Commerce



## Who We Are

STILL File Storage is a family owned and operated company. We store, protect, and manage business records and archives. We have over 6,500 square feet of space available at our new facility at 133 Cumberland Street in downtown Kingsport, TN.

Our facility has ADT Security Protection and is located adjacent to the Main Fire Station. While our file storage is a new facility, we have an 83 year history of service to our customers and have done file storage in our household goods storage facilities for many years. We decided to dedicate one facility to this type of storage to offer a more fitting rack system with easier access and availability. Our decades of storage experience will provide a great start as we enter the file storage business.

## STILL File Storage Benefits

- Records indexing and retrieval for any carton, file or document
- Classification, retention, and destruction services based on a customer's specific schedule
- Pickup and Delivery services throughout the Tri-Cities
- Only authorized individuals from your office and from our records center will have access to your records
- STILL File Storage gives the customer peace of mind, knowing their files and cartons are safe, secure, and saving them money and time.

## Pickup & Delivery Services

Pickup and Delivery Services are performed throughout the Tri-Cities. Our friendly, STILL File Storage staff receives order requests via the web, fax, or phone. Only authorized personnel, designated by the customer signing the agreement, are authorized to make requests of STILL File Storage.

## The Bottom Line

What sets STILL File Storage above the rest is the incorporation of customer service into the management of your archive material. Normally companies pay up to 50% more in un-utilized storage or office space expenses through self storage units or existing office areas.



## Why Choose STILL File Storage?

The management of business records is often given very little attention. It expends valuable staff time and many expenses such as storage shelving costs, rent, and lighting. As a space availability decreases in your office or home, it can become increasingly difficult to organize and retrieve your archive files. You can get maximum value and utilization of your office space by storing your archive files off-site at STILL File Storage. Our facilities are brick construction with insulation and humidity control to preserve your files. This Downtown Kingsport facility is highly secure and is located adjacent to the central fire station. Storing at Still File Storage is a safe and cost efficient way to solve your file storage problem.

