



Conditions Of Acceptance for Document Storage

1. All references to a "box" refer to a single or multiples of a 'banker's box', i.e. a double-walled cardboard container of standard dimensions of approximately 305mm wide x 405mm long x 300mm deep internally and 325mm wide x 435mm long x 315mm deep externally, with a weight capacity not exceeding 15kg.
2. The client is to be responsible for the cost of boxes used. C. W. Harrison & Son can supply these at a cost of £2.50 plus VAT each. Boxes provided by the Client which are deemed to be unsuitable or at a variance with the specification at Condition 1 (above) may be replaced at the Client's expense. (See 6 below).
3. C. W. Harrison & Son will agree to store the box within their secure storage facility and use their best endeavours to protect the box from mishap. No responsibility will however be accepted for damage occasioned to the box by the ingress of water, storm, natural disaster or fire. Clients should be aware that no sprinkler system is installed as often damage could be caused by water should the system malfunction and on balance this is regarded as a greater risk factor. C. W. Harrison & Son will at all times take all reasonable precautions to ensure the safety of the contents and confirm that the storage area itself is controlled by a burglar/intruder alarm system.
4. As the contents of each box will be unique the client is deemed to have arranged insurance cover for the contents of the boxes at their own expense. C. W. Harrison & Son have arranged within their normal Buildings Insurance policy to insure each box for a nominal figure of £5.00 which will be utilised initially by C. W. Harrison & Son to contra against outstanding charges in the event of a fire or other insured occurrence.
5. The scale of charges for box storage may be varied by C. W. Harrison giving 30 days notice in writing. The unit of charge will be per box per annum (or proportion thereof).
6. Charges relate to storage only. A further charge may be made on a time and/or cost basis for repackaging, re-cartoning and making available individual boxes upon request. C. W. Harrison & Son are also able to provide collection and delivery of boxes and to undertake confidential disposal of obsolete cases. These items will however be subject to a separate charge to the storage charges mentioned.
7. Terms of settlement are nett 30 days from date of invoice. We reserve the right to charge interest at 3% over the prevailing Bank of England base rate on overdue accounts.

IT SHOULD BE UNDERSTOOD THAT BY STORING ANY BOXES WITH C. W. HARRISON & SON THE CLIENT ACCEPTS THE ABOVE CONDITIONS OF STORAGE WHICH CANNOT BE VARIED IN ANY CIRCUMSTANCES BY ANY EMPLOYEE OF C. W. HARRISON & SON.

Collection and Delivery

We can offer the service of collection and delivery of boxed documents from and to your own or your client's premises, or any location in the U.K., should you wish to view box contents at your own/your client's premises rather than our own. Transportation of boxes to and from our store is undertaken by our own staff in order to maintain confidentiality. We do not employ outside contractors, unless with the specific consent of our clients.

Our staff can assist in the boxing up of documents and preparation of an inventory of contents if required.

On arrival at our archive facility each box is logged onto our bespoke archive system, given a unique reference number, barcoded and labelled with the Client's name, Estate name, Client's box reference and the date received. Any box leaving or entering the premises is flagged on our database to ensure that its whereabouts are known at all times. Details of boxes stored on your behalf can be provided in electronic format.

No job is too great or too small as our transport ranges from estate cars to curtain-sided wagons.

Document Viewing

Boxes may only be viewed by the owner Client unless specific authorisation is received to permit access to third parties.

Invoicing

Invoices for storage are rendered twice yearly, on 30th June and 31st December, but can also be provided on request to cover periods appropriate to your own particular accounting requirements. They can also show analyses of case, cost centre, etc

Invoicing for our other services, i.e. collection and delivery, etc., is applied monthly in arrears.

N.B. See Condition 7.

Confidential Disposal

We can arrange for disposal of documents by approved sub-contractors, which is undertaken ONLY upon written authorisation from our Clients. However we would request that you always consider a physical check through those boxes prior to destruction to ensure no important documents are inadvertently destroyed.

Each box is checked off carefully and taken to the disposal site in secure transport.

Please note that bulk incineration is no longer possible because of environmental considerations. Documents are therefore destroyed by shredding or pulping.