

Intellectual Property Office

Date:

Dear

Quotation for Closure of account:

We acknowledge receipt of your notice to close your account, dated 21st March and regret to learn of your wish to cease your service with Iron Mountain.

Storage charges are payable in full until the Contract Closure date and thereafter (if the closure project has not been completed) for those records remaining in our care on a month-by-month basis. An estimate of the charges for the necessary activity are detailed below:

Description	Qty	Cost per unit	Total Charge
Storage, Regular	10806.5		
Retrieval, Carton	7204		
Permanent Withdrawal, Box	7204		
Pallet	241		
Pallet Wrap	41		
Administration Fee	1		
Total Estimate Charge			£10,666.86

Please **do not** make any payments now: upon acceptance of this quotation, an invoice will be sent to you.

All prices shown are exclusive of VAT, based on dispatched of up to 250 boxes per day* and subject to your acceptance within 30 days. Any special requirements may be subject to an additional charge.

Assuming that you wish to proceed with your account closure, please confirm acceptance of this quotation by printing, signing below and returning, so that we may produce and issue the invoice for payment. In line with Iron Mountain's invoice policy, we require a Purchase Order Number to be provided by you, which we will quote in the subsequent invoice. Please provide this in the section below.

Signed By (print name) -

Signature -

Date -

Purchase Order Number -

Please note that all outstanding invoice, including the final invoice, must be paid in full before bulk release of your records may take place. Despatch scheduling is therefore dependent upon the date your full payment is received, although every effort will be made to complete the exit process as efficiently as possible and in line with your requirements where practicable.

For the time being, our priority is to maintain support of your day-to-day business needs, although should you have any questions or need further information, please contact me on

Yours sincerely

Iron Mountain (UK) Ltd