

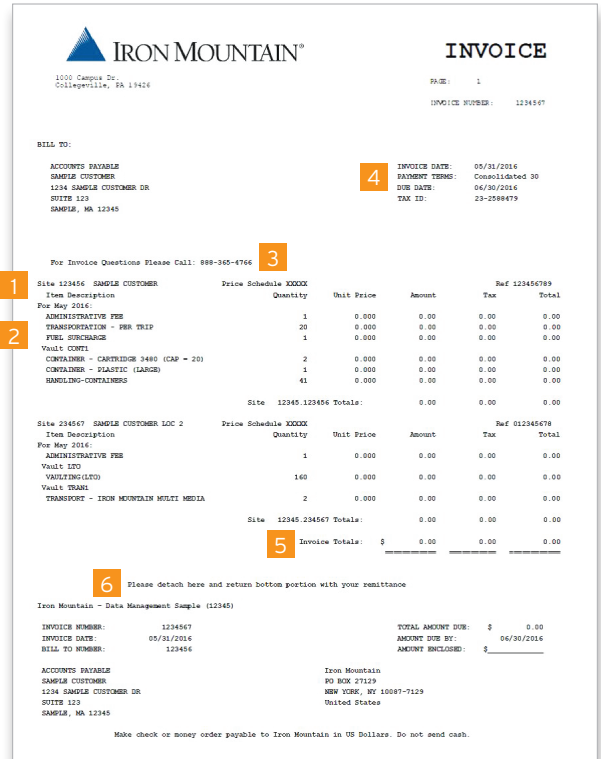
UNDERSTANDING YOUR INVOICE

Your new Iron Mountain invoice for Data Management services is designed to be concise and easy to read. The number key explains the various sections and entries of a typical invoice (as shown).

Please note that the first page of your invoice clearly indicates the Invoice Number, Payment Terms, and Due Date (number 4 in the sample invoice), as well as Iron Mountain Contact Information (number 3). When paying your Iron Mountain invoice, please enclose the detachable Remittance Advice (number 6) with your payment. If you do not include the Remittance Advice, it is important that you note the invoice number on your check.

For more information about how to read your invoice, please contact us:

 (888) 365.4766  CSATeam@ironmountain.com



IRON MOUNTAIN®
1000 Campus Dr.
Collegeville, PA 19426

INVOICE
PAGE: 1
INVOICE NUMBER: 1234567

BILL TO:
ACCOUNTS PAYABLE
SAMPLE CUSTOMER
1234 SAMPLE CUSTOMER DR
SUITE 123
SAMPLE, MA 12345

INVOICE DATE: 05/31/2016
PAYMENT TERMS: Consolidated 30
DUE DATE: 06/30/2016
TAX ID: 23-2598479

For Invoice Questions Please Call: 888-365-4766

Site	Item Description	Price Schedule	Quantity	Unit Price	Amount	Tax	Total
123456	SAMPLE CUSTOMER	XXXXX					
	ADMINISTRATIVE FEE		1	0.000	0.00	0.00	0.00
	TRANSPORTATION - PER TRIP		20	0.000	0.00	0.00	0.00
	FUEL SURCHARGE		1	0.000	0.00	0.00	0.00
	VAULT CONT.						
	CONTAINER - CARTRIDGE 3480 (CAP - 20)		2	0.000	0.00	0.00	0.00
	CONTAINER - PLASTIC (DANG)		1	0.000	0.00	0.00	0.00
	HANDLING-CONTAINERS		41	0.000	0.00	0.00	0.00
Site 12345.123456 Totals:					0.00	0.00	0.00
234567	SAMPLE CUSTOMER LOC 2	XXXXX					
	ADMINISTRATIVE FEE		1	0.000	0.00	0.00	0.00
	VAULT FEE		160	0.000	0.00	0.00	0.00
	VAULT TRAIL		2	0.000	0.00	0.00	0.00
	TRANSPOR - IRON MOUNTAIN MULTI MEDIA						
Site 12345.234567 Totals:					0.00	0.00	0.00
Invoice Totals:					\$ 0.00	0.00	0.00

Please detach here and return bottom portion with your remittance

Iron Mountain - Data Management Sample (12345)

INVOICE NUMBER: 1234567
INVOICE DATE: 05/31/2016
BILL TO NUMBER: 123456

TOTAL AMOUNT DUE: \$ 0.00
AMOUNT DUE BY: 06/30/2016
AMOUNT ENCLOSED: \$

ACCOUNTS PAYABLE
SAMPLE CUSTOMER
1234 SAMPLE CUSTOMER DR
SUITE 123
SAMPLE, MA 12345

Iron Mountain
PO BOX 27129
NEW YORK, NY 10087-7129
United States

Make check or money order payable to Iron Mountain in US Dollars. Do not send cash.

1 CUSTOMER INFORMATION

Includes:

- > Customer Site ID – a unique identifier assigned to an account. An invoice may include more than one customer account.
- > Company Name – as it appears in our records.
- > Iron Mountain Price Schedule, which determines your fees.
- > Your Purchase Order number(s), if applicable.

2 ITEM DESCRIPTION

Fully itemizes services and media for which you are being charged in this billing period.

3 IRON MOUNTAIN CONTACT INFORMATION

The phone number of an Iron Mountain billing representative who can answer your questions quickly and accurately.

4 PAYMENT INFORMATION

Includes:

- > Invoice Number – must be indicated on your check if not enclosing the Remittance Advice with your payment
- > Due Date – the date your payment is due to Iron Mountain.
- > Your Payment Terms.
- > Iron Mountain's Tax ID for your vendor systems, if applicable.

5 INVOICE TOTALS

The sum of all invoice charges, including taxes.

6 REMITTANCE ADVICE

Detachable form summarizes key billing terms, dates, and identifiers and provides Iron Mountain's mailing address for payment. Return Remittance Advice with your check.