INVOICE PACKAGE AND DELIVERY OPTIONS

IRON MOUNTAIN®

INVOICE PACKAGE 1

If you require a single invoice per Customer ID to be delivered to a single address, select this package to receive the following:

INVOICE DESCRIPTION
- Single Customer ID, single invoice number, single physical delivery address (option for email delivery to multiple contacts), not division/department enabled.

INVOICE GATEWAY
- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards

OPTIONAL REPORT
- Detailed Transaction Report (fee may apply)

> **CLICK HERE** for more details and to view a sample invoice and report.

INVOICE PACKAGE 2

If you require a single invoice per Customer ID with multiple divisions/departments to be delivered to a single address, select this package to receive the following:

INVOICE DESCRIPTION
- Single Customer ID, single invoice number, single physical delivery address (option for email delivery to multiple contacts) with divisions/departments enabled.
- All department-level billing for the Customer ID is included on a single invoice.
- If multiple divisions/departments are enabled, the invoice and reporting will be delivered to a single physical address (option for email delivery to multiple contacts).

INVOICE GATEWAY
- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Department ID

OPTIONAL REPORTS
- Department-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Department)
- Division-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Division)
- Detailed Transaction Report for each division/department (fees may apply)

> **CLICK HERE** for more details and to view a sample invoice and report.

INVOICE PACKAGE 3

If you require each department per Customer ID to receive its own invoice select this package to receive the following:

INVOICE DESCRIPTION
- Single Customer ID, unique invoice number for each unique division/department, single physical delivery address per invoice with divisions/departments enabled.
- Each department invoice will have its own "Bill To" mailing address (option for email delivery to multiple contacts).
- All division-/department-level billing activity for each unique division/department is included on a single invoice.
- Mailed invoices will be grouped ONLY by identical address. No summarization or grouping together of invoices with a different (physical) address.
- If a customer requires all department-level invoices be delivered to the same physical address, the department "Bill To" addresses need to be exactly the same for each department.
- Each email address will receive ALL division/department invoices within a Customer ID.

INVOICE GATEWAY
- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Department ID

OPTIONAL REPORTS
- Department-level reporting (Totals Report)
- Division-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Division)
- Customer-level reporting (Customer Activity Report: billing activity summarized for the Customer ID)
- Detailed Transaction Report for each division/department (fee may apply)

> **CLICK HERE** for more details and to view a sample invoice and report.

INVOICE PACKAGE 4

If you have multiple Customer IDs and require a single invoice package (with an invoice for each Customer ID) to be delivered to a single address, select this package to receive the following:

INVOICE DESCRIPTION
- Multiple Customer IDs, a unique invoice number for each Customer ID, invoices delivered to a single address (option for email delivery to multiple contacts), with or without divisions/departments enabled.
- A unique Enterprise Billing ID (always starting with ENT) referenced on the enterprise invoice page. Enterprise Billing ID provided to group Customer IDs for invoice package delivery and Invoice Gateway access.
- All invoices delivered to the Enterprise Billing ID "Bill To" address (option for email delivery to multiple contacts).

INVOICE GATEWAY
- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Customer ID
- Ability to view multiple Customer ID invoices and invoice reports within a single view

INCLUDED REPORTS
- Enterprise level reporting (Totals Report, Billing Activity Report: billing activity across all Customer IDs)

OPTIONAL REPORTS
- Department-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Department)
- Division-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Division)
- Detailed Transaction Report for each division/department (fees may apply)

> **CLICK HERE** for more details and to view a sample invoice and report.

INVOICE PACKAGE 5

If you require each division per Customer ID to receive its own invoice, select this package to receive the following:

INVOICE DESCRIPTION
- Single Customer ID, unique invoice number for each unique Division ID, single physical delivery address per division invoice (option for email delivery to multiple contacts) with divisions/departments enabled.
- There is a unique invoice number for each unique division within one Customer ID.
- Each division invoice will have its own "Bill To" mailing address (option for email delivery to multiple contacts).
- All division-/department-level billing activity for each unique division is included on a single invoice.
- Mailed invoices will be grouped ONLY by identical address. No summarization or grouping together of invoices with a different (physical) address.
- If a customer requires division-level invoicing to be delivered to the same physical address, the division "Bill To" addresses need to be exactly the same for all divisions.
- Each email address will receive all division invoices within a Customer ID.

INVOICE GATEWAY
- One centralized admin
- Ability to add multiple users
- Print and data export capabilities can be restricted by user
- Ability to make or view payments can be restricted by user
- Payment management: ability to create multiple payment accounts, checking (ACH) and/or credit cards
- Ability to restrict user access to view, print and download invoices and invoice reports by Division ID

OPTIONAL REPORTS
- Department-level reporting (Totals Report, Billing Activity Report: billing activity summarized for each Department)
- Division-level reporting (Totals Report)
- Customer-level reporting (Customer Activity Report: billing activity summarized for the Customer ID)
- Detailed Transaction Report for each division/department (fees may apply)

> **CLICK HERE** for more details and to view a sample invoice and report.

PACKAGE DELIVERY OPTIONS
- Print/Mail Delivery (PRT)
- PDF/Email (EML)
- Email Notification (NTC)

PORTAL AND PAYMENT OPTIONS
(Invoice Gateway)
- Includes multiple Customer IDs within a single view (Package 4).
- Packages 2, 3, and 5 can restrict user access by Department ID.
- Package 4 can restrict user access by Customer ID.
- Data export capabilities can be restricted by user.
- Ability to make or view payments can be restricted by user.
- Payment Management: ability to create multiple payment accounts, checking (ACH) and/or credit cards.
- **Please note:** access to payment account creation and use cannot be restricted by Department ID or Customer ID.

INVOICE DATA FILE OPTIONS
- Iron Mountain Invoice Data Download – electronic invoice data file in a standard Iron Mountain formatted CSV file (no fee)
- Custom Invoice Data Download – electronic invoice data file customized to meet a customer's formatted data specifications and delivered electronically directly to the customer or via third-party-payment service provider (fees apply)
- Custom Manual Data Entry - manual invoice data entry service to enter or upload invoice data to the customer's choice of Web portal (fees apply)