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## FUEL SURCHARGE POLICY

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Effective January 2013 Lincoln Archives, Inc. will be implementing a fuel surcharge that is adjusted monthly. Adjustments to the fuel surcharge basis will be effective the first of each month.

The fuel surcharge is indexed to the National U.S. Average On-Highway Diesel Fuel Prices reported by the U.S. Department of Energy for the month that is two months prior to the adjustment. For example, the surcharge for January 2007 is based on the November 2006 National U.S. Average On-Highway Diesel Fuel Price.

Please view the following link [On-Highway Diesel Fuel Prices](#) to reference the U.S. Department of Energy's National U.S. Average On-Highway Diesel Fuel Prices for the reported diesel fuel pricing information. (NOTE: If you click on the link, it will open in a new window.) Fuel surcharge percentages and thresholds are subject to change without prior notice. If the fuel surcharge price basis rises above \$6.046 per gallon or there are changes to the thresholds, the table will be updated.

**Billing:** The fuel surcharge will be included on your invoice as a separate line item. The fuel surcharge will be applied against transportation-related charges to include Trip Charges and Shredding Services. For a complete list of line items included in the fuel surcharge calculation, please refer to the following table:

### Fuel Surcharge

As seen in the table below, the base rate was set at \$2.545. This base rate was determined by the national average On-Highway Diesel Fuel Price for November 2006.

#### National U.S. Average On-Highway Diesel Fuel Price (\$/Gallon)

At Least	But Less Than	Surcharge
\$0.000	\$1.400	0.00%
\$1.401	\$1.500	2.10%
\$1.501	\$1.600	2.50%
\$1.601	\$1.700	2.90%
\$1.701	\$1.800	3.30%
\$1.801	\$1.900	3.70%
\$1.901	\$2.000	4.10%
\$2.001	\$2.100	4.50%
\$2.101	\$2.200	4.90%

\$2.201	\$2.300	5.30%
\$2.301	\$2.400	5.70%
\$2.401	\$2.500	6.10%
\$2.501	\$2.600	6.50%
\$2.601	\$2.700	6.90%
\$2.701	\$2.800	7.30%
\$2.801	\$2.900	7.70%
\$2.901	\$3.000	8.10%
\$3.001	\$3.100	8.50%
\$3.101	\$3.200	8.90%
\$3.201	\$3.300	9.30%
\$3.301	\$3.400	9.870%
\$3.401	\$3.500	10.10%
\$3.501	\$3.600	10.50%
\$3.601	\$3.700	10.90%
\$3.701	\$3.800	11.30%
\$3.801	\$3.900	11.70%
\$3.901	\$4.000	12.10%
\$4.001	\$4.100	12.50%
\$4.101	\$4.200	12.90%
\$4.201	\$4.300	13.30%
\$4.301	\$4.400	13.70%
\$4.401	\$4.500	14.10%
\$4.501	\$4.600	14.50%
\$4.601	\$4.700	14.90%
\$4.701	\$4.800	15.30%
\$4.801	\$4.900	15.70%
\$4.901	\$5.000	16.10%
\$5.001	\$5.100	16.50%
\$5.101	\$5.200	16.90%
\$5.201	\$5.300	17.30%
\$5.301	\$5.400	17.70%
\$5.401	\$5.500	18.10%
\$5.501	\$5.600	18.50%
\$5.601	\$5.700	18.90%
\$5.700	\$5.799	19.30%
\$5.799	\$5.898	19.70%
\$5.898	\$5.997	20.10%
\$5.997	\$6.096	20.50%
\$6.096	\$6.195	20.90%
\$6.195	\$6.294	21.30%
\$6.294	\$6.393	21.70%
\$6.393	\$6.492	22.10%
\$6.492	\$6.591	22.50%

\$6.591	\$6.690	22.90%
\$6.690	\$6.789	23.30%
\$6.789	\$6.888	23.70%
\$6.888	\$6.987	24.10%
\$6.987	\$7.086	24.50%
\$7.086	\$7.185	24.90%
\$7.185	\$7.284	25.30%
\$7.284	\$7.383	25.70%
\$7.383	\$7.482	26.10%
\$7.482	\$7.581	26.50%
\$7.581	\$7.680	26.90%
\$7.680	\$7.779	27.30%
\$7.779	\$7.878	27.70%
\$7.878	\$7.977	28.10%
\$7.977	\$8.076	28.50%
\$8.076	\$8.175	28.90%
\$8.175	\$8.274	29.30%
\$8.274	\$8.373	29.70%
\$8.373	\$8.472	30.10%
\$8.472	\$8.571	30.50%
\$8.571	\$8.670	30.90%
\$8.670	\$8.769	31.30%
\$8.769	\$8.868	31.70%
\$8.868	\$8.967	32.10%
\$8.967	\$9.066	32.50%
\$9.066	\$9.165	32.90%
\$9.165	\$9.264	33.30%
\$9.264	\$9.363	33.70%
\$9.363	\$9.462	34.10%
\$9.462	\$9.561	34.50%
\$9.561	\$9.660	34.90%
\$9.660	\$9.759	35.30%
\$9.759	\$9.858	35.70%
\$9.858	\$9.957	36.10%
\$9.957	\$10.056	36.50%

**Examples:**

For a document storage or tape vaulting client - assume that your contracted trip charge is \$15.00. If the average On-Highway Diesel Fuel Price was \$2.60/gallon for a measurement month, the surcharge (applied to the month that follows the measurement month) would be 6.5%. In dollar terms, that would be \$15/trip X .065% = \$0.98/trip surcharge.

For a shredding customer, the surcharge will be applied to your shredding services. If you have a shredding service charge of \$75 X 6.5% = \$4.88/shredding service surcharge.

If the Average, On-Highway Diesel Fuel Price was to \$3.00/gallon for a measurement month, the surcharge would be 8.10% and, using the same math, the surcharge would be \$1.22/trip for storage/vaulting and \$6.08/shredding service.

The table above only goes up to \$10.06/gallon. If necessary, it will be expanded to cover higher fuel prices. The surcharge is a percentage so that higher or lower trip or shredding charges will have correspondingly higher or lower surcharges.