



## Fuel Surcharge Notice

At GRM Document Management Services, we take great pride in providing the finest information management services at reasonable rates.

Unfortunately, over the past several months, fuel prices have risen to unprecedented levels. Fuel has continued to rise to a point where GRM can no longer absorb such losses and continue to provide services at the level you have grown to expect.

Effective September 1, 2008, GRM will amend our fuel surcharge policy and apply a fuel surcharge in accordance with the new fuel surcharge policy, which is documented on our website at [www.grmdocumentmanagement.com](http://www.grmdocumentmanagement.com). GRM's policy exactly reflects the price of the On-Highway Diesel Fuel as reported by the U.S. Department of Energy.

As fuel reports are released by the U.S. Department of Energy, GRM will adjust its pricing month by month according to the government's statistics. For example, August's pricing will be reflected on September's invoice. Surcharges will be attributed only to transportation-related service items and will be billed as a separate line item on your invoice.

Please visit [www.grmdocumentmanagement.com](http://www.grmdocumentmanagement.com) to view GRM's complete policy and feel free to call your local GRM office with any questions or comments you may have.

We appreciate your business and will continue to work hard and smart to maintain your trust.