

**DAS/OIT**  
**E-mail Storage Usage and Cost**

Please be advised that DAS will bill customers for e-mail storage beginning October 1, 2011. The monthly mailbox rate of \$4.50 per mailbox includes 1 GB of active e-mail and 1 GB of archive e-mail. Mailboxes and archives that exceed these sizes will be billed at \$.55 for each additional GB.

Beginning with the July service period the Service Usage Management System (SUMS) invoice and usage reports will include mailbox size reporting. This indicates the accounts and usage amounts that would be subject to billing in October with no rate or costs attached. The report should be reviewed and necessary adjustments made to mailbox and archive sizes prior to billing.

If there are any questions, please contact the DAS/OIT Business Office at 614-728-2284 or 614-644-3149.