Costs & benefits of MetaRecords

MetaRecords offers MR office management systems and on-line services on a subscription basis. This guide is designed to help you decide what to rent for your business, We also offer free consulting to help you decide what will work best for your business and how to implement it.

Every business is unique, so before selling you a product or service, we will consult with you on what your needs are. Based on our 30 years of developing legal support business software, we will recommend what we believe best serves your business needs.

Training & support

Before using MR8, we offer three free one-to-one remote training sessions covering set-up and basics. To further insure a successful installation, MR users can access free training videos and user guides on our website anytime. Additional training and consultation are available for additional fees. For more information, visit our website.

An MR subscription includes standard support and product upgrades. You can upgrade to premium support for an additional monthly fee. For detailed information about your support options, download the Support PDF from our website.

Run your business for a low monthly price

The basic MR office management system includes the MR Server, which contains your MR database, and one user license. Standard support is included. You can add or subtract users each month, and cancel anytime. So if your business is cyclical, or you will temporarily need more user licenses for a big case, you can ramp up when needed and not be stuck with extra capacity (and increased overhead) when you don't.

You can choose to host the MR Server on your own server and maintain the hardware and software needed to run the system yourself. Or you can choose MR8 Cloud, which runs your MR Server on Microsoft's Azure cloud platform, eliminating the need for your own server software and hardware — and the IT personnel to maintain it.

If you host your own MR8 system, you will also need to maintain your own file repository, either on in-house machines or on a 3rd-party cloud platform. MR8 Cloud includes cloud storage for your repository with a tiered pricing system.

Subscriptions are paid by automatic credit card payments only.

Extend your MR system with plug-ins

- **MR Web:** Gives clients and others convenient, secure access to your MR office online. It is available on a subscription basis only. Registered users can access their current order status and account activity, plus online case repositories, an online order form for requesting records, and e-commerce for online payments, including COD invoices.

- **MR Reward Points:** Use this MR plug-in to track your revenue by individual contacts instead of firms. You can also let them earn redeemable points as in an airline mileage program. Download the MR Points Plug-in PDF from our website for details.

- **Reward Points for Web:** Add this MR Web plug-in to the MR Reward Points plug-in so your clients can keep track of and redeem their points online.

- **Order Progress Access Extension:** Add this extension to MR Web to allow others (such as co-counsels) to view online the Order Progress of an order.

- **MR8 Cloud Data Reader:** Add this MR8 plug-in to use your MR data in your own custom reports or other applications. Download the MR8 Cloud Data Reader PDF from our website for details.

Custom reports for your business

If you can't find the exact report you need in MR, we can program one for you. All reports in MR are written in *Crystal Reports 10,* the highly rated report building tool, which is what we also use for writing custom reports.

The base rate for custom programming is $2,000. Depending on complexity, the actual rate charged may be higher. There is also an annual fee of 15% of the custom programming total for maintaining your custom code. Plus you must be on Premium Support for as long as you use the custom programming.

Maintaining your custom code entails training our staff to support it and making sure your report stays compliant with MR system updates. Every time we create an update to MR, we must ensure that it doesn't affect your custom report.

Before writing any custom code, we provide you with a complete estimate of charges based on your written requirements. Contact MR Sales for more information.

Costs & benefits of MetaRecords — continued

METARECORDS SYSTEM & OPTIONS COSTS

Whatever combination you choose, you get a 30-day money-back guarantee on MR and MR Web.

Product/Service	Subscribe	Cloud
MR8 basic system	$150/month for one user, plus initial installation fee of $250 and optional charge for data conversion[1]	$250/month for one user, plus initial installation fee of $250 and optional charge for data conversion[1]
Additional user licenses[2]	$40/month for each additional user	$60/month for each additional user
Repository storage[3]	You provide your own storage	100GB included $50/month to increase storage to 500GB, then $50/month additionally for each additional 500GB
Standard maintenance plan	included	
Premium maintenance plan	$50/month	
Payment options	automatic credit card payment only	
MR Web plug-in[4]	$299/month per MR8 server license, plus initial installation fee of $250	
MR Reward Points plug-in	$50/month	
Reward Points for Web plug-in[5]	$50/month	
Order Progress Access Extension plug-in	$25/month	
MR8 Cloud Data Reader	*Not Applicable*	$60/month per workstation (1–3 stations) or $200/month per IP (no limit on # of workstations)

1. *For the initial installation fee, we set up MR8 on your main computer (MR8 Subscribe) or in the cloud (MR8 Cloud). [Check System Requirements on our website to see if you are ready for MR8.] Optional data conversion fee varies depending on how much data you want converted and what system you are converting from. Contact OMTI Sales for details.*

2. *You only need as many user licenses as the number of users who will be accessing your MR server (software and database) at the same time. Users accessing their online offices through MR Web are not included, nor do you need a user license for every workstation or laptop in your company. You can install MR8 on as many computers as you like, the MR server only counts how many are accessing it at a time. So, for example, if you install MR8 on your desktop computer and your laptop, but only use one or the other at a time, you only need one user license to cover both machines.*

3. *If you have MR8 Subscribe, you set up your own repository storage hardware or rent 3rd-party cloud storage. If you have MR8 Cloud, 100GB of cloud storage is included in the monthly system fee. You can add more storage as needed. For $50/month, you can increase your MR8 cloud storage to 500GB. Addiitonal storage is available above 500GB for an additional $50/month per 500GB.*

4. *Download the MR Web Product Overview PDF from our website for information about MR Web and its optional plug-ins.*

5. *Requires MR Reward Points and MR Web plug-ins.*

MetaRecords firm software and services, which includes MR office management software for records retrieval and other legal support firms and MR Web online offices, are developed and produced by OMTI, Inc., a privately held corporation. For more information, visit www.omti.com.