

PREPARING YOUR BOXES

Prior to boxes arriving at ARCHIVE CORPORATION, each box should have an ARCHIVE CORPORATION barcode label affixed to the box. This barcode label will be the unique identifier for the box, this barcode number will not be duplicated. Barcode Labels can be ordered free of charge via the secure Web Server, or by sending an e-mail to request@archivecorp.com. Please be sure to indicate how many labels you would like.

We strongly recommend that you use standard record storage boxes. They were designed specifically for records. They easily fit both letter and legal size files. These boxes are easy to transport, carry and stack. ARCHIVE CORPORATION carries a supply of 1.2 cubic foot boxes available for purchase that are self-folding and double wall enforced. You can order boxes (in bundles of 25) by sending an email to request@archivecorp.com or via the Web Server – Request – Miscellaneous.

When packing your boxes, be sure not to overpack, the lid must fit flat on the top of the box. We strongly recommend against placing the hanging folders in the boxes – they tend to wear down the boxes and may exceed the acceptable standard size causing oversized charges.

Labels should be placed on the end of the box, see the diagram below. Please **Do Not** place Labels ON or UNDER the Box Lid or on the Side of the Box.

