

BOX ETIQUETTE

We are looking forward to our new partnership. EasyCorp UK Ltd. is delighted to have you a part of our records management program.

Before we schedule your pick-up we would like to review proper box sizes, and acceptable box conditions.

Acceptable size record storage boxes:

Please see our separate PDF for our standard box sizes together with the cubic ft dimensions if you are unsure what boxes we accept or have odd size boxes please contact your support representative who will be happy to help.

All of our Boxes
have a lifetime
guarantee

EasyCorp UK Ltd. SERVICES stocks & sells all the above boxes for your convenience

The following boxes need to be repacked into acceptable record storage boxes:

- All odd shaped boxes - subject to discussion with your support representative
- Xerox paper boxes
- Miscellaneous boxes

All boxes must be in good condition. If you have any questions, please call our office on 0845 678 1234.

Unacceptable boxes:

- Boxes which have ripped handles
 - Boxes that are crushed in any area
 - Boxes having no lids
 - Boxes whose sides or bottoms are failing to hold material properly
 - Boxes which are overstuffed (lids not fitting on boxes securely)
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At pick-up time, provide the driver with an inventory of materials being sent to EasyCorp UK Ltd, on forms we will provide, or approve disk format.

Thank you for helping us keep focused on the important issues, **YOUR NEEDS.**

PLEASE NOTE: Any boxes arriving at EasyCorp UK Ltd that do not fit the above requirements are subject to re-boxing fees.