

# Reference Sheet

## Box Size Guidelines



To help us serve you better, please refer to the following container sizes and weights for estimating the volume and cost of your shred pick-up.



**Legal File Drawer**  
11" x 15" x 36"      85 lbs.\*

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**Legal File Box**  
11" x 15" x 24"      55 lbs.\*

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**Letter Storage Drawer**  
11" x 12" x 24"      45 lbs.\*

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**Letter Storage Box**  
11" x 12" x 16"      30 lbs.\*

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**Copy Paper Box**  
9" x 11" x 18"      25 lbs.\*

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\*Weights are approximate.  
Actual weight depends on fullness of container.

**Don't forget, we offer Record Storage Services**

Any questions please contact Lisa Starr-Werkheiser at [lstarr@infoshred.com](mailto:lstarr@infoshred.com)  
or Michelle Marquez at [mmarquez@infoshred.com](mailto:mmarquez@infoshred.com)

**1-888-800-1552**