

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.*



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



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



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



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

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

Don't forget, we offer [Record Storage Services](#)
Any questions please contact our customer service staff at

1-888-800-1552



Purges/ Clean Outs

Be proactive and plan ahead when it comes to cleaning up outdated files. If your office plans a clean out of a storage area, file room, extra office or anywhere else files accumulate contact Infoshred prior to the start of your project so that we may coordinate the appropriate service. Filling your current containers may not be the best option – Infoshred can pick up boxes/bagged material or deliver extra containers to accommodate additional volume.

Please use the below guidelines to provide the most accurate information for Infoshred to utilize to schedule your bulk project.

- Box Count & Sizes (see below worksheet to determine sizes)

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- Will there be any loose material?

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- Will the material be staged at ground level or is there elevator access?

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- Are there any stairs involved, if so what kind (wood, carpeted, multiple landings etc.)

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- Are there any parking issues our driver might come across?
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For Plant based service customers only:

- Will the boxes have covers?

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- Condition of boxes (good, fair, poor)

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- Would you like to keep any of the boxes?
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