



Infoshred- Moving Checklist

Be proactive and plan ahead when it comes to cleaning up outdated files & any materials that don't need to be moved. 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. Infoshred can pick up boxes/bagged material or deliver temporary containers to accommodate additional volume.

➤ **2 months from target move date:**

- Contact Infoshred to order temporary clean-out/purge containers for general desk clean-up
- Discuss upcoming possible bulk projects: Filing Cabinets, Storage Areas. See the below questionnaire for required project details in order to schedule. *Pictures are always helpful!*
- Discuss additional service dates needed for existing equipment



➤ **1 month from target move date:**

- Have you scheduled your bulk project: Filing Cabinets, Storage Areas etc.
- Is the moving company transporting any equipment to your new location?
- If not, what equipment needs to be delivered to new location?
 - What is the last day at the old address that we will have access to in order to remove any existing equipment?
 - Who will be the contact for removal, contact name & cell phone #
- New contact information (address, phone, email etc.)
- Do you have any material that needs to be archived/stored?

Company Name _____ **Address** _____

Contact Information _____ **Phone Number/ext.** _____

Infoshred, LLC 3 Craftsman Road, East Windsor, CT 06088 Phone: 860.627.5800 FAX: 860.627.5809

Email: customerservice@infoshred.com

www.infoshred.com



Contact for project _____ Phone Number/ext. _____

Email Address _____ Office Hours _____

Accounts Payable Contact _____ Phone Number/ext. _____

Accounts Payable Email Address (for invoices) _____

Please use the below guidelines to provide the most accurate information for Infoshred to utilize to schedule your bulk project. Email back to customerservice@infoshred.com to obtain a quote and/or schedule a date.

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

- ☐ Will the boxes have covers? Y/N if N, please indicate how many will not: _____
- ☐ Condition of boxes (good, fair, poor) _____
- ☐ Would you like to keep any of the boxes? Y/N If Y, how many: _____

- Will there be any loose material?

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

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

- Are there any parking issues our driver might come across?

- You do not have a box project but would like to retain temporary containers: Y/N

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.*



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.

Any questions please contact our customer service staff at
1-888-800-1552 or customerservice@infoshred.com