

What should you do when scheduling a storage pickup?

- Are your box labels in the correct location?



- Do all your boxes have lids & are in storage rate boxes?
- Have you completely built your box? ALL FLAPS DOWN
- Have you completed your new container box transmittal form or added new boxes to RS Web?

Infoshred Secure Archives Center
New Container Information Transmittal

Please return by fax: 860-627-5809 or by email: kosborn@infoshred.com Standard Pick Up - 48 Hours
All transmittals will be confirmed by Infoshred Page ___ of ___

Date _____

Level 1 Account #: 0003 Level 2 Account #: N/A

Client Name: Infoshred, LLC

Client Address: 3 Craftsman Rd. East Windsor, CT 06088

Contact: Stacey Lombardo Phone: 860-627-5800

Bar Code Infoshred container #	Customer Container ID max - 15 characters - must be a unique name per box	Destroy Date mm/dd/yyyy
123456789	S T O R A G E 2 0 1 8 A - D	12/31/xxxx

- Confirmed the exact box pickup location?
- Provided actual size of boxes that you are scheduling for pickup (letter/legal/oversized).
- Provided Infoshred with an alternate pickup contact & phone number?

Any questions please contact Kristyn Osborn at kosborn@infoshred.com

1-888-800-1552