What should you do when scheduling a storage pickup?

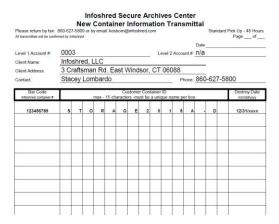


Are your box labels in the correct location?





- 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?



- 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