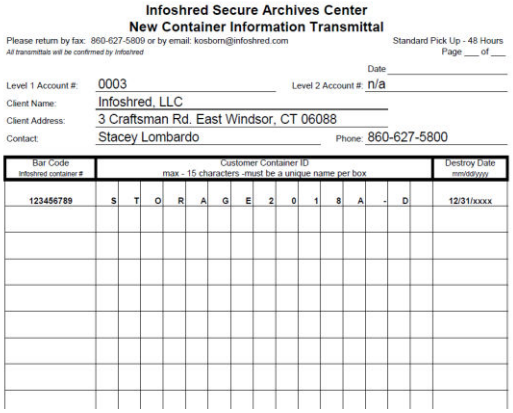
What should you do when scheduling a storage pickup?

- Are your box labels in the correct location? (one barcode per box)

- 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 the online web tool?



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	STORAGE2018A-D	12/31/xxxx

- Confirmed the specific 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 our storage department at **storage@infoshred.com**

1-888-800-1552