## What should you do when scheduling a storage pickup?

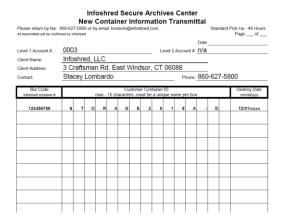


Are your box labels in the correct location? (one barcode per box)





- 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?



- 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