






# Reference Sheet

## Shredding 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.

	Box Type	External (length, width, height) Dimensions (in inches)	Approximate Weight
	Copy Paper Box	18x11x9	25 lbs.
	Letter Storage Box	16x12x11	30 lbs.
	Letter Storage Drawers	24x12x11	45 lbs.
	Legal File Box	24x15x11	55 lbs.
	Legal File Drawer	36x15x11	85 lbs.

*Weights are approximate. Actual weight depends on the fullness of the box.*