

## BOX ETIQUETTE

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We are looking forward to our new partnership. GILMORE SERVICES is delighted to have you a part of our records management program.

Before we schedule your pick-up we would like to review proper box sizes, and acceptable box conditions.

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### Acceptable size record storage boxes:

The following boxes are specifically designed to handle business files, documents, architectural drawings, medical records, X-Ray's, etc. If you are in question regarding a box size, please call.

- Standard letter/legal 1.2 cu. ft. records storage box (10"x12"x15")
- Standard letter 2.4 cu. ft. records storage box (10"x12"x24")
- X-Ray Storage Boxes (5½"x20"x15½")

**All of our Boxes  
have a lifetime  
guarantee**

**GILMORE SERVICES stocks & sells all the above boxes for your convenience**

### The following boxes need to be repacked into acceptable record storage boxes:

- All odd shaped boxes
- Xerox paper boxes
- Miscellaneous boxes

All boxes must to be in good condition. If you have any questions, please call our office.

### Unacceptable boxes:

- *Boxes which have ripped handles*
  - *Boxes that are crushed in any area*
  - *Boxes having no lids*
  - *Boxes whose sides or bottoms are failing to hold material properly*
  - *Boxes which are overstuffed (lids not fitting on boxes securely)*
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At pick-up time, provide the driver with an inventory of materials being sent to Gilmore Services, on forms we will provide, or approved disk format.

Thank you for helping us keep focused on the important issues, **YOUR NEEDS.**

**PLEASE NOTE:** Any boxes arriving at GILMORE SERVICES that do not fit the above requirements are subject to re-boxing fees.