



Box Etiquette

800 979 9545

We are looking forward to our new partnership! Crown Information Management is delighted to have you as 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.

*All material stored must be packaged in one of the following size boxes.
Standard letter/legal 1.2 cubic foot records storage box (10" X 12" 15")*

Standard letter 2.4 cubic foot records storage box (10" X 12" X 24")

X-Ray Storage Boxes (5.5" X 20" X 15.5")

Any other type of box, including Xerox paper boxes, must be repackaged into one of the previous listed size boxes.

All boxes must be in good condition. Unacceptable boxes include:

Boxes with ripped handles

Boxes that are crushed in any area

Boxes whose sides or bottoms are failing to hold material securely

Boxes which are overstuffed and the lids do not fit properly

If you have any questions please call our office at 800 979 9545. Crown Records Management stocks and sells all the above boxes for your convenience. At time of pick-up provide the driver with an inventory of materials being sent to Crown Records Management on the forms provided to you previously, or on CD in an approved format.

PLEASE NOTE: Any boxes arriving at Crown Records Information Management, that do not fit the above criteria, will be subject to a re-boxing fee.

Thank you for helping us keep the focus on managing your records.

