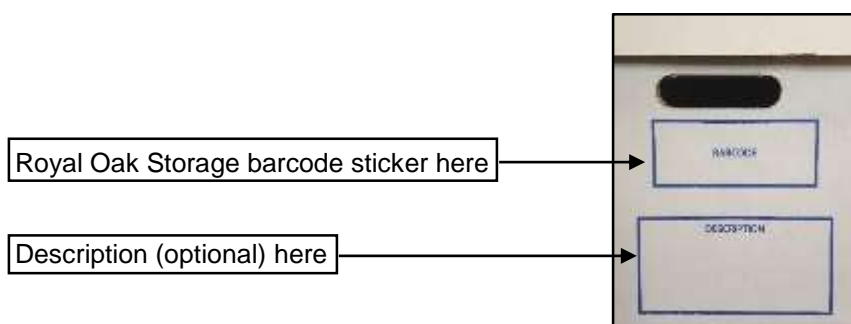




PREPARING BOXES FOR STORAGE

1. PACK – Place files into a standard size record box.
Contact Royal Oak Storage if you need boxes.
2. LABEL – Affix Royal Oak Storage barcode sticker on one end of the box, below the handle.
There is an area on one end of the box that is designated for the barcode sticker (see below).



3. INVENTORY – List boxes and descriptions in 1 of 2 ways:

A) Online:

Using the Royal Oak Storage Client Web Server, enter boxes and descriptions and submit your request for the pickup online. Via the online portal, you have the option to record individual files within each box. See reference form “Adding Boxes and Files into Inventory Online”.

The Royal Oak Storage Client Web Server can be accessed via the following link:

<http://records.royaloakstorage.com>.

Contact a Royal Oak Storage Team Member if you need assistance with the online portal.

-OR-

B) Electronically:

Fill out the Excel format reference form “New Box Inventory”.

Description, reference fields, from & to dates and destroy dates are all available on this form.

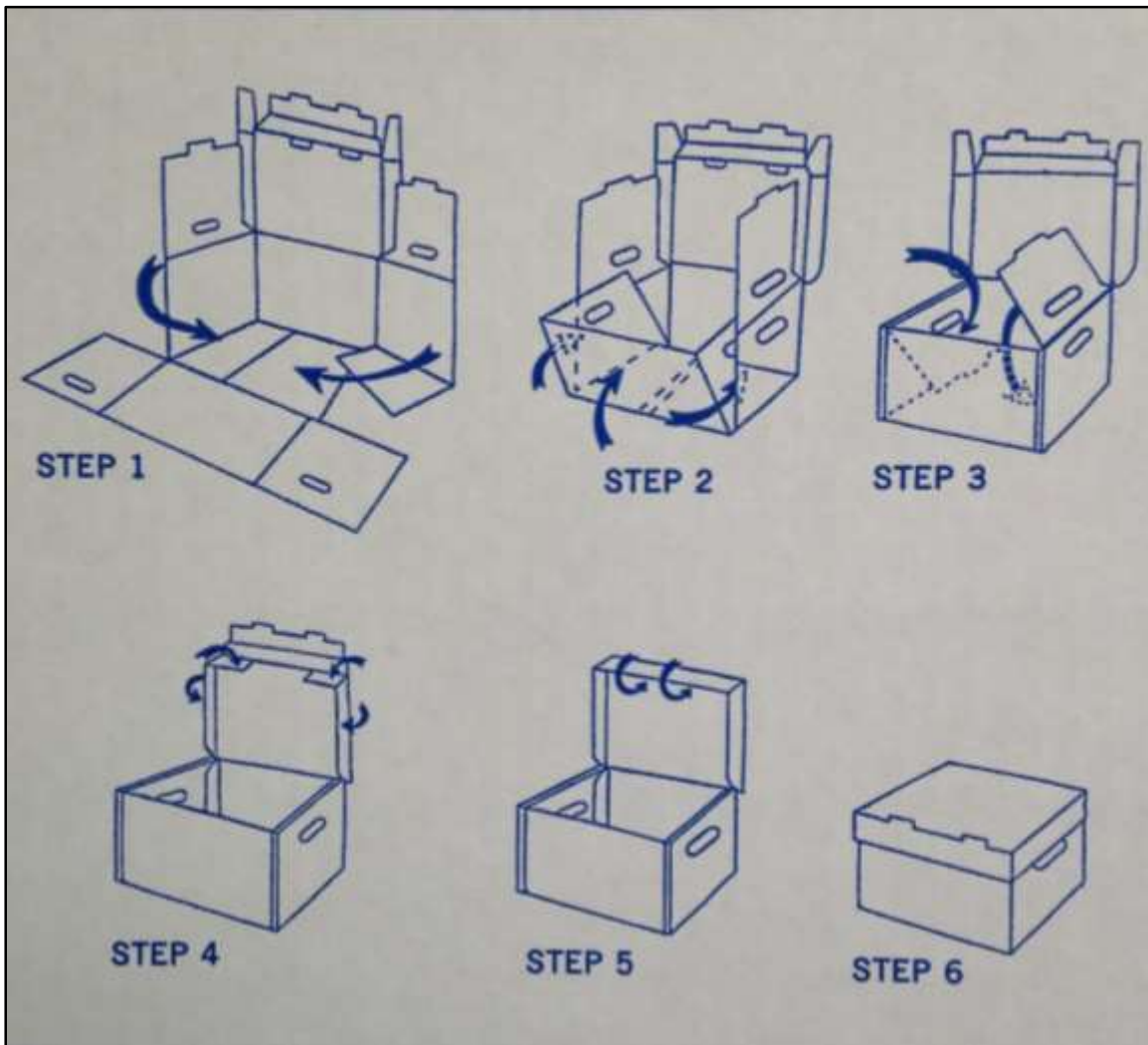
Note: Form is customizable depending on your indexing needs at the box and/or file level.



ROYALOAKSTORAGE

ROYAL OAK STORAGE BOX ASSEMBLY

If you purchase a standard size record box from Royal Oak Storage, assembly is as follows:



313 E. Hudson Ave. Royal Oak, MI 48067

Phone 248-591-6580 Fax 248-591-6581 Email manager@royaloakstorage.com