



ORGANIZATION MADE EASY™

TAKING BACK YOUR BUSINESS

CUSTOMER NEEDS ASSESSMENT

OPENING QUESTIONS...

- Does your company have a records retention schedule in place?
- What kind of records storage system is being used?
 - Once determined, proceed below for additional questions

If **OUTSOURCED/OFF-SITE STORAGE** is being utilized...

- ? Ask how often are records retrieved from storage? (95% of document usage occurs within the first 3 years)
- ? Recommend moving these active/semi-active files back on-site to avoid incremental fees due to document retrieval, refile, pick-up, delivery, handling, disposal and hostage fees
- ? What are their concerns with on-site storage?
 - Do they currently have space and a shelving system? Proceed to **Understanding the Category Box Selection Guide**
- ? If converting to on-site storage is out of the question, recommend Bankers Box® boxes to help save money & ensure secure boxes for transportation. Proceed to **Off-Site Record Storage Boxes Guide**

If **ON-SITE STORAGE** is being utilized...

- ? Ask how long they would like to keep records on-site?
- ? How often are record accessed?
- ? Is it difficult to locate records?
- ? Where are they currently storing documents?
- ? Do they have any concerns with their current on-site document storage?
 - If space is a concern, files are accessed frequently, and they want to keep records on-site for 1-2 years, proceed to **Understanding the Category Drawer Brochure**
 - Do they currently have space and a shelving system? Proceed to **Understanding the Category Box Selection Guide**



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UNDERSTANDING THE CATEGORY BOX SELECTION GUIDE

Step 1 Box STRENGTH

HEAVY-DUTY

- Frequent Access
- Highest Stacking Options

MEDIUM-DUTY

- Occasional Access
- Medium Stacking Options

BASIC-DUTY

- Infrequent Access
- Lower Stacking Options

Step 2 Box STYLE

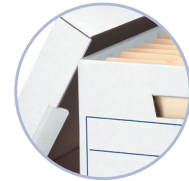
STRING & BUTTON

Maximum security closure, keeps files and documents secure, even if box is overturned



LIFT-OFF LID

Easy to access records with locking lids to securely store your records



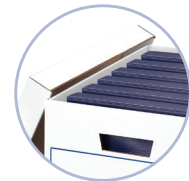
ATTACHED FLIP-TOP LID

Prevents lost or damaged lids



SPECIALTY

The right solution for transporting, organizing or filing unique document sizes



Step 3 Box ASSEMBLY



INSTANT ASSEMBLY

Up to 5x faster than basic assembly boxes

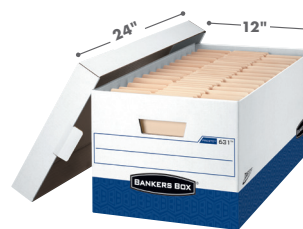


QUICK AND EASY ASSEMBLY

Up to 4x faster than basic assembly boxes

Step 4 Box SIZE

LETTER



LEGAL



LETTER/LEGAL





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OFF-SITE RECORDS STORAGE BOXES GUIDE

MYSTIC™ Storage Boxes

- Effortless set-up; box flips from flat to finished in an instant
- Double bottom, double end, double side construction
- Ideal for transport; superior stacking strength minimizes the need to re-box files
- Locking lid keeps contents secure and makes box comfortable to carry

HEAVY-DUTY

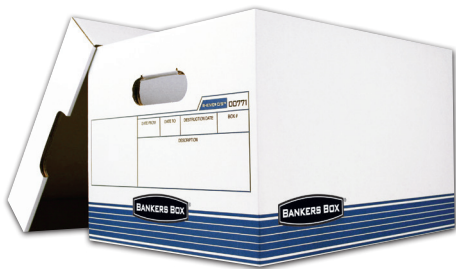


| Item No. | Size | Stacking Strength* | Inside Dimensions (HxWxD) | Qty | Pallet |
|------------|--------------|--------------------|---------------------------|--------|---------------|
| FEL7150001 | Letter/Legal | 750 | 10" x 12" x 15" | 25/Ctn | 5 Ctns/Pallet |

R-KIVE® O/S™ Storage Boxes

- Triple end, double side, double bottom construction provides up to 80% more stacking strength than basic letter/legal boxes for maximum stackability
- 3" lift-off lid and handles for easy carrying

HEAVY-DUTY



| Item No. | Size | Stacking Strength* | Inside Dimensions (HxWxD) | Qty | Pallet Qty |
|------------|--------------|--------------------|---------------------------|-------------|---|
| FEL0077101 | Letter/Legal | 800 | 10" x 12" x 15" | 20 Strapped | 240 each/Must be ordered in full pallet qty |
| FEL0077103 | Letter/Legal | 800 | 10" x 12" x 15" | 20 Strapped | 240 each/Order by bundle of 20 |

STOR/FILE™ Storage Boxes with Attached Lift-Off Lid

- Recycled box is SFI certified and made from 100% post consumer waste materials
- Lift-off lid ships attached to prevent lid loss, then tears off for use
- Double bottom, double end, single side construction

BASIC-DUTY



| Item No. | Size | Stacking Strength* | Inside Dimensions (HxWxD) | Qty | Pallet |
|------------|--------------|--------------------|---------------------------|-------------|---|
| FEL0075101 | Letter/Legal | 450 | 10" x 12" x 15" | 20 Strapped | 480 each/Must be ordered in full pallet qty |

*Stacking strength is the amount of evenly distributed weight (lbs.) that can be safely stacked on top of a box.