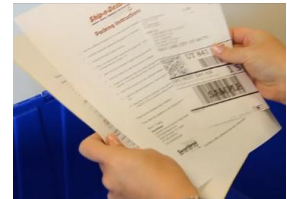




## Packing Instructions – Premium Service

1. Save the cardboard shipping box for reuse.
2. Assemble additional cardboard shipping box (if necessary).
3. Confirm the items being sent on Certificate of Destruction/Recycling receipt.
4. Place your confidential material into the plastic tote. Each tote is limited to 50 lbs. of material. Average hard drive weighs 1.2 lb.
5. Insert Certificate of Destruction/Recycling receipt into the Ship-n-Destroy tote.
6. Close the folding lid of the Ship-n-Destroy tote.
7. Secure one numbered cable seal lock through the hole in the lid and body of each side of the tote. Thread the hole from the top of the tote. Two cable seals per Ship-n-Destroy tote.
8. Take cable locks and adjust them so they rest against the top of the plastic tote and tape them down.
9. Insert Ship-n-Destroy tote into cardboard shipping box.
10. Tape the cardboard shipping box closed and place the prepaid UPS Label on outside, over the original mailing label.
11. Bring Ship-n-Destroy package to your nearest Authorized UPS location, or call 1-800-Pick-UPS to schedule a pickup. (Ship-n-Destroy is not responsible for pickup charges)



Thank you for choosing Ship-n-Destroy.

If you have any questions or are missing any material, please call 877.863.3003 #2 or email [info@shipndestroy.com](mailto:info@shipndestroy.com).



SecurShred is NAID certified for Paper & Hard Drive Destruction

