

Box Filling



Label to placed on the short end of the box
Only affix label – no contents to be written here



Avoid standing files upright, as this puts pressure on the sides, which bulge and prevent a lid fitting correctly.



The lid must fit onto the box
Do not over fill above the handle holes



Lay files flat in the box and fill up to the handle holes

Maximum weight per box is **13 kg**

No scales – no problem
If you can easily hold the box above your head and count to ten – its **OK**