



# Guide: Assembling an Archive Box



Our standard archive boxes (bankers boxes) are designed with strength and rigidity in mind. They are perfect for long term storage as well as for transporting large quantities of records.



## Specifications:

- **Dimensions** - 420mm (L) x 330mm (W) x 270mm (H)
- **Hinged lid** - eliminates the risk of losing documentation due to misplacing the lid.
- **Handle holes** - ensure boxes can be handled safely.
- **Security seal keyholes** - enables the locking of the box (only one security seal is required).



1.



Hold up the flat box with the branding facing you (the writing at eye level will be upright).

2.



Turn down the upper side flaps 90° (pro tip: keep your hands at the fold).

3.



Continue to hold the upper side flaps and direct them towards the centre until they meet.

4.



Pull the upper side flaps back to form a double layer, keeping your hand at the fold.

5.



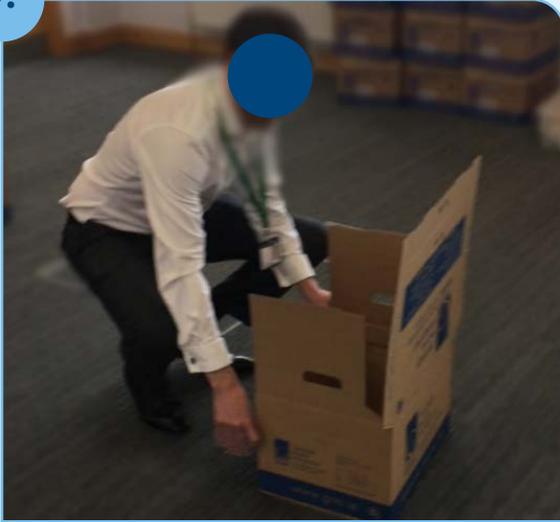
Using your thumb turn in the next set of flaps 90°, until you reach the inner side of the adjoining layer.

6.



Push down the upper section 90° until you form the structure of the archive box.

7.



Keep a hold of the archive box and place it on the ground.

8.



Fold down the left flap 180°.

9.



Fix the bottom of the flap into position (there is a specific hole for it).

10.



Fold down the right flap 180°.

11.



Fix the bottom of the flap into position (there is a specific hole for it).

12.



Turn down the side flaps on the lid 90°.

13.



Continue to hold the side flaps on the lid and direct them inwards 90°.

14.



Whilst holding the side flaps of the lid in place, fold down the remaining border of the lid 90°.

15.



This lid border also folds.

16.



Continue folding until it is fixed in place (there is a specific hole for it).

17.



Close the lid and push through the handle holds on each side.

18.



Success. The archive box is made.



## Barcoding Box

Please place the barcode in the designated location on our box.

When stored within our secure storage facility, this minute detail contributes to the efficient management of boxes.

Thank you in advance for your co-operation.



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