

1. Place

Place the first crate on a dolly and roll it to the area where you are packing.



2. Pack

Pack your files and contents up to ½ inch from the top of the crate and close the lid.



3. Stack

Place a second crate on top of the packed and closed first. Repeat steps 2 and 3 until the crates are stacked 3 to 4 high.



4. Label

Place the label as shown. Your crates are now ready to be moved.



5. Unpack

Once at your new location, simply reverse the packing steps, nesting the unpacked crates inside one another.

