

# iScan Services, Inc.

## OneBox Service Conditions

### Box Specifications

1. Please use standard storage box (10”H x 12” W x 15”D)



### Folder Packing

1. Box must have a lid
2. Folders must not be over packed in the box. Over packing may lead to box rupture.
3. Folders must fit within the box. No overflow of folders is accepted.

### Weight Limitation

1. Box must not weigh more than 45 lbs. Our operators are not allowed to carry weights in excess of 45 lbs.

**ONEBOX DOCUMENTS PICKUP/DELIVERY MANIFEST**

<b>PICKUP DATE</b>		<b>PICKUP</b>	<b>DELIVERY</b>
<b>CUSTOMER NAME</b>			
<b>PICKUP LOCATION</b>		_____ (ISCAN'S AGENT NAME)	_____ (CUSTOMER AGENT NAME)
<b>BOX #</b>			
<b>JOB #</b>		_____ (SIGNATURE)	_____ (SIGNATURE)

<b>Folder #</b>	<b>Folder Label</b>	<b>PICKUP Verified By</b> (Customer Initials)	<b>PICKUP Verified By</b> (iScan Agent Initials)	<b>DELIVERY Verified By</b> (Customer initials)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**For iScan Use Only: QA Confirmation**

<b>iScan Pickup Facility Manager</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>