



Security Archives, Inc.

The Archive

From the C.O.O.

Diana Stacey

Special points of interest:

- From the C. O. O.
- Did you know...

During our move we have made several discoveries. (1) Several years ago the paper industry changed corrugated strength which caused us to remake our cartons. We have always shown our carton as 10" X 12" X 15" so we assumed it was the same. It is not. Our cartons are now 10.75" X 13" X 16.25" which equals 1.3142 cubic feet. We are changing our standard small office carton to show as SA01 (1.3 cubic feet) on the invoice and will bill storage accordingly. Our older cartons will remain in the system as AN01's. We still want to encourage the use of our cartons because they have a 200# test which makes them hold up much longer than an office supply store purchased carton. For most customers the change will not affect your storage price only the cubic feet of your storage. (2) Many cartons are in the system as the wrong size. As we move these we are correcting the carton size and this too will show as different sizes on your invoice. We are updating our carton comparison sheet as we go and when we are finished we will post it on our web page. (3) Over the years we have accepted many non-standard cartons on the first pickup and then re-boxed into standard cartons on all other pickups. We have decided that in the future we will most often give you the choice to re-box or pay the higher rate for non-standard storage. Non-standard cartons are stored at a rate of 1.5 times your standard storage rate.

Did you know....

...our office moved in January. Our new address is 3258 Ezell Pike, Nashville, TN 37211.

Please make the necessary change in your accounts payable system so that your payments arrive in a timely manner.

Also, please notify anyone in your company who may wish to pay us a visit!

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Nashville, TN 37211

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Protecting your past, Securing your future.

**We're on the Web @
www.SecurityArchives.com**



A PROUD MEMBER OF THESE ASSOCIATIONS:

- **NAID**
National Association for Information Destruction
- **PRISM International**
Professional Records & Information Services Management
- **ARMA International**
- **ACP**
Association of Contingency Planners
- **NFPA**
National Fire Protection Association
- **BBB**
Better Business Bureau



Meeting all of your storage needs!