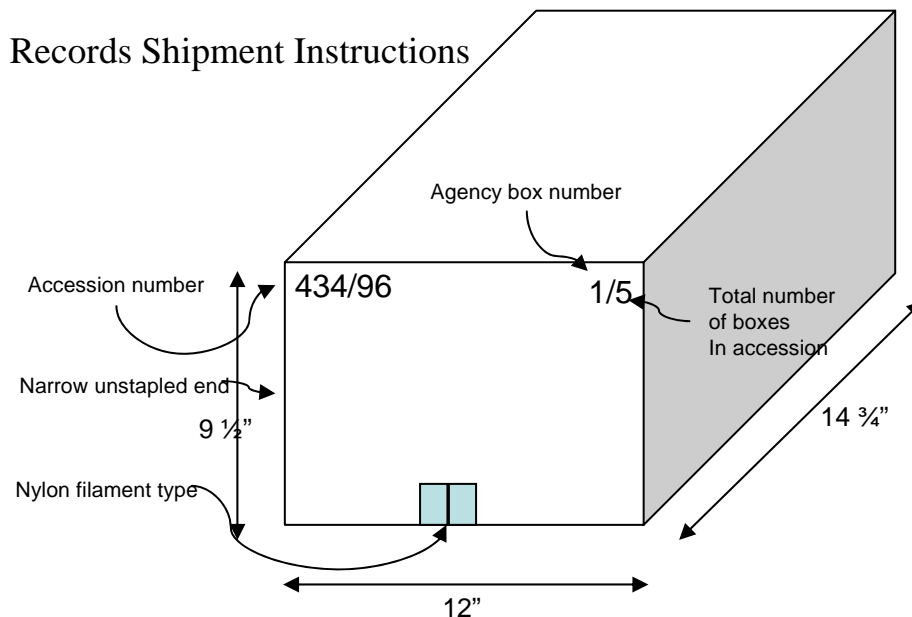


(Sample of Shipment Notice)
Federal Records Center – (Local Name)
(Local Address)



Shipment must arrive at FRC by: _____

Please follow the steps below carefully to avoid rejection of your shipment.

- 1. Print the accession number in the upper left corner of the narrow unstapled end of the box as illustrated above. Use black felt marker, making numbers 1 1/2" to 2" in size.**
- 2. Print box numbers in upper right corner of the narrow unstapled end of the box as illustrated above.,**
- 3. Secure boxes by crisscrossing the flaps on top of each box.**
- 4. FRC's accept only boxes with the following Federal Supply Service Stock Number 8115-00-177-8249.**
- 5. All shipments over 50 boxes must be in a numerical order such that the first box to be unloaded will be the last box of the accession.**
- 6. If your shipment is over 250 boxes, instruct freight lines to contact (Local Name) of the Federal Records Center at (Local Tel. No.) at least 24 hours prior to delivery.**
- 7. Ship all accessions to: Federal Records Center
(Local Address)**

Noncompliance with the above steps could result in the rejection of your shipment. Any additional freight charges will be the responsibility of the shipping agency.