

PREPARATION PROCEDURES FOR END USERS

1. Using the box labels provided by Reynolds, label the starting contents of the box you're working on and number the box accordingly. Position box with label side down, open end facing you.
2. If documents are in folders, remove all documents from every folder.
3. Insert a file separator between each _____ .
4. Remove staples, clips, binders, and anything else that attaches documents together.
5. Unfold any folded or creased documents.
6. Repair any bent corners and tears.
7. Correct any overlaps that conceal relevant information and make sure that no information is covered or folded over. Repositioning a paper onto an empty space on the same sheet is fine. If a paper must be removed, it should be taped onto a separate sheet of paper, not onto the backside.
8. Orient all portrait documents so that the heading (top of paper) is face down and to the right. Orient landscape documents so that the heading is to the back of the box (see examples that follow).
9. Place documents into transport box and pack such that they will not be able to shift, curl, or get out of order during transportation.
10. Label the ending contents of the box.

Reynolds Business Systems Inc.

Heading ↗

EXAMPLE OF A PORTRAIT DOCUMENT
THESE SHOULD BE PLACED IN THE BOX
SO THAT THE HEADING IS TO THE RIGHT

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Heading

EXAMPLE OF A LANDSCAPE DOCUMENT
THESE SHOULD BE PLACED IN THE BOX SO THAT
THE HEADING IS TO THE BACK OF THE BOX