

## RECORDS STORAGE BOXES

Boxes can only be supplied upon receipt of a signed Purchase Order. Please fax your Purchase Order to (02) 9623 0577 or e-mail it to [GRRFile@records.nsw.gov.au](mailto:GRRFile@records.nsw.gov.au)

### TYPE 1 (T1) – preferred box for storage in the GRR



- Dimensions (H)25cm x (W)18cm x (D)40cm
- Delivered flat so easily stored until required
- Designed to comply with OHS guidelines
- Holds a wide range of record formats
- Fits five to a standard 900mm shelf
- Hand hole in end for easy removal once shelved
- The most cost-effective records storage box

**Cost:**

Less than 100 boxes

100 but less than 500

500 but less than 1,000

1,000 but less than 2,000

2,000 but less than 3,000

3,000 or more

**Per bundle 20**

**\$40.00** (\$2.00 p/box) + 10% GST

**\$24.00** (\$1.20 p/box) + 10% GST

**\$20.00** (\$1.00 p/box) + 10% GST

**\$18.00** (\$0.90 p/box) + 10% GST

**\$17.00** (\$0.85 p/box) + 10% GST

**\$16.00** (\$0.80 p/box) + 10% GST

**NOTE:**

Must be ordered in multiples of 20.

Quantity breaks apply when delivered to same location at same time.

### TYPE 2 (T2) – **not** generally accepted for storage in the GRR



- Dimensions (H)25cm x (W)41cm x (D)40cm
- Delivered flat
- Holds outside records formats
- Fits two to a standard 900mm shelf
- Has hand-holes for easy movement

**IMPORTANT:** T2 boxes can be very heavy when fully packed. The GRR strongly recommends that OHS guidelines be observed at all times when packing, lifting and moving T2 boxes.

**Cost per bundle of 10:**

**\$35.00** (\$3.50 p/box) + 10% GST

**PLEASE NOTE:**

Must be ordered in multiples of 10.

### TYPE 4 (T4) – perfect for storing outside records formats



- Dimensions (H)25cm x (W)29cm x (D)39cm
- Delivered flat
- Holds outside records formats
- Fits three to a standard 900mm shelf
- Has hand-holes for easy movement

**Cost:**

Less than 100 boxes

100 but less than 500

500 but less than 1,000

1,000 or more

**Per bundle of 20**

**\$60.00** (\$3.00 p/box) + 10% GS

**\$40.00** (\$2.00 p/box) + 10% GS

**\$32.00** (\$1.60 p/box) + 10% GST

**\$28.00** (\$1.40 p/box) + 10% GST

**NOTE:**

Must be ordered in multiples of 20.

Quantity breaks apply when delivered to same location at same time.

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**TYPE 8 (T8) – perfect for storing rolled plans and maps**



- Dimensions (H)10cm x (W)10cm x (D)85cm
- Delivered flat
- Holds rolled plans and maps
- Fits standard 900mm shelf

**Cost:**

Less than 100 boxes  
100 but less than 500  
500 but less than 1,000

**Per bundle of 20**

**\$40.00** (\$2.00 p/box) + 10% GS  
**\$24.00** (\$1.20 p/box) + 10% GS  
**\$20.00** (\$1.00 p/box) + 10% GST

**NOTE:**

Must be ordered in multiples of 20. Quantity breaks apply when delivered to same location at same time.

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**Small X-Ray (SXRAY) – perfect for storing standard X-Rays**



- Dimensions (H)42cm x (W)7cm x (D)50cm
- Delivered flat
- Holds standard X-Rays
- Designed for vertical access

**Cost:**

Less than 100 boxes  
100 but less than 500  
500 but less than 1,000

**Per bundle of 20**

**\$53.00** (\$2.65 p/box) + 10% GS  
**\$50.00** (\$2.50 p/box) + 10% GS  
**\$45.00** (\$2.25 p/box) + 10% GST

**NOTE:**

Must be ordered in multiples of 20. Quantity breaks apply when delivered to same location at same time.

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**Please note that over-packed or overweight boxes will not be accepted for storage in the GRR.**

**THE GRR PROVIDES BOX & FILE BARCODES FREE OF CHARGE**

(to clients with an existing GRR account, for records that are to be stored in the GRR)

# ASSEMBLY INSTRUCTIONS FOR T1 STORAGE BOXES

**STEP 1** - Lay cardboard with lid flap at top

**STEP 2** - Fold centre flaps upwards



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**STEP 3** - Holding centre flaps in place, raise sides

**STEP 4** - Raise box



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**STEP 5** - Fold lower flaps up

**STEP 6** - Lift side of box into place



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**STEP 7** - Fold top flaps into box and clip into slots on bottom

**STEP 8** - Fold lid into position



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**IMPORTANT:** When correctly assembled, box does **NOT** require any tape. Tape should **not** be used on boxes intended for storage in the GRR. If you need tape to keep the lid closed, this means the box is over-packed.