

## RECORDS STORAGE BOXES

Boxes can only be supplied upon receipt of a signed Purchase Order. Please email your Purchase Order 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**

**\$42.5375** (\$2.1269 p/box) + 10% GST

**\$25.5225** (\$1.2761 p/box) + 10% GST

**\$21.2688** (\$1.0634 p/box) + 10% GST

**\$19.1419** (\$0.9571 p/box) + 10% GST

**\$18.0784** (\$0.9039 p/box) + 10% GST

**\$17.015** (\$0.8508 p/box) + 10% GST

**NOTE:**

Must be ordered in multiples of 20.

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

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



- Dimensions (H)25cm x (W)29cm x (D)39cm
- Delivered flat
- Holds outsize 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**

**\$63.8063** (\$3.1903 p/box) + 10% GST

**\$42.5375** (\$2.1269 p/box) + 10% GST

**\$34.03** (\$1.7025 p/box) + 10% GST

**\$29.7763** (\$1.4888 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 or more

**Per bundle of 20**

**\$42.5375** (\$2.1269 p/box) + 10% GST  
**\$25.5225** (\$1.2761 p/box) + 10% GST  
**\$21.2688** (\$1.0634 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 or more

**Per bundle of 20**

**\$56.3622** (\$2.8181 p/box) + 10% GST  
**\$53.1719** (\$2.6586 p/box) + 10% GST  
**\$47.8547** (\$2.3927 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)

*GRR does not to accept the return of boxes. We do not give refunds on unused boxes.*

# 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.