



ORGANIZATION MADE EASY™

# BOX SELECTION GUIDE

## CHOOSING THE RIGHT STORAGE BOXES

### When are Boxes the Right Solution?

Boxes are ideal when you have ample storage space with or without shelving units, and require limited access to files. Strength determines stackability and accessibility – the stronger the box, the more it withstands frequent file access and handling.



### 1 STYLE of Box

#### STRING & BUTTON

- Maximum security closure, keeps files and documents secure, even if box is overturned

#### LIFT-OFF LID

- Easy to access records
- Look for locking lids to securely store your records

#### ATTACHED FLIP-TOP LID

- Prevent lost or damaged lids

#### SPECIALTY

- The right solution for transporting, organizing or filing unique document sizes

### 2 Box STRENGTH

#### FREQUENT ACCESS

**HEAVY-DUTY**

Heaviest use  
Highest stacking options

#### OCCASIONAL ACCESS

**MEDIUM-DUTY**

Moderate use  
Medium stacking options

#### INFREQUENT ACCESS

**BASIC-DUTY**

Basic use  
Lower stacking options

### 3 Box SIZE

#### LETTER/LEGAL

Easier to carry and accommodate **both** letter and legal size paper



#### LETTER

High-capacity boxes for letter size paper



#### LEGAL

3" wider than letter boxes to accommodate legal paper



### 4 Box ASSEMBLY



#### INSTANT ASSEMBLY

Up to 5x faster than basic assembly boxes



#### QUICK AND EASY ASSEMBLY

Up to 4x faster than basic assembly boxes

#### BASIC

Standard assembly