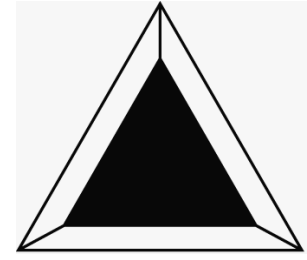


ADVANCE RECORD MANAGEMENT

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ABN : 21 060 092 944



Phone : 03 5274 2000 Facsimile : 03 5274 2011

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Advance Record Management Occupational Health & Safety Policy

PACKING OF BOXES

Please be aware that the following guidelines must be met when packing boxes for storage :

- Boxes must not weigh over 14 kgs
- Lids must fit comfortably on the boxes
- Boxes are not to be bulging so as to distort the shape of the box
- The handles of the box are to be easily accessible to comfortably lift the box
- If the above requirements are not met, A.R.M. staff are not authorised to collect the boxes from your site