

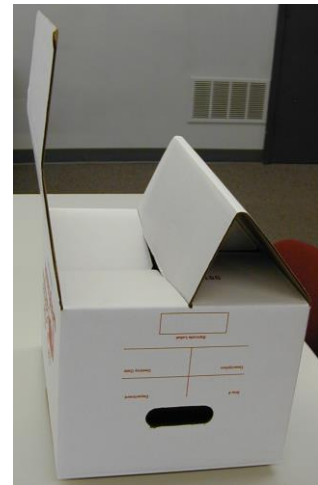
## Building a STACKS Box



1.

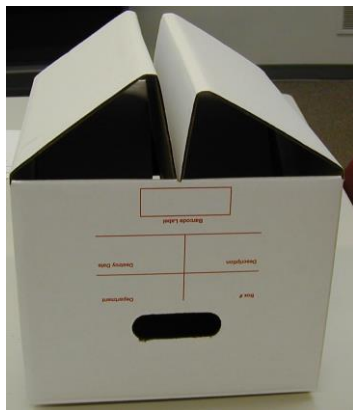


2.

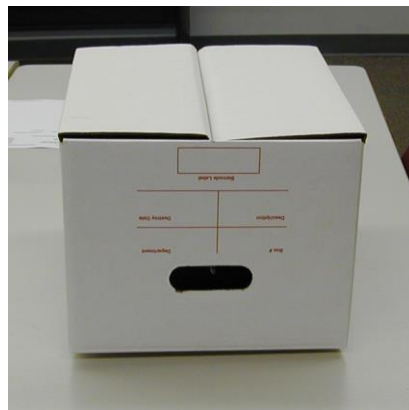


3.

1. On a flat surface, stand the box upside-down.
2. Fold in the two 2-part flaps, creating a slot.
3. Fold one of the one-part flaps along the crease, push into slot.



4.



5.



6.

4. Along the crease, fold the other one-part flap and push into slot.
5. Make sure both flaps are securely in the slot, and the box bottom is flat.
6. Turn the box over; the flaps are now securely through the slot.



**7.**



**8.**



**9.**

7. Push the two white flaps flat to form the inside box bottom.
8. Fold the two side flaps into the box.
9. Fold the two end flaps into the box – the box is finished.



**10.**



**11.**



**12.**

10. Put the box lid upside down on a flat surface; fold the sides and short end pieces up.
11. Pull the end flap over the end piece and secure tabs into slots. Repeat for other lid end.
12. The finished STACKS box is now ready for your files.

## LABELING A BOX FOR STORAGE

STACKS Boxes have a plain end (short side) with no printing, and the information end, *shown to the right* with black printing.

Barcode labels are adhered to the lower, middle of the Information End, in the rectangle printed there to serve as a placement guide.

**BARCODES MAY ONLY BE PUT ON ONE END OF A BOX**, so be sure to put them on the Information End.

In order to have information in our system regarding the contents of the box (i.e. patient name, case file, date or sequence range), you may provide a spreadsheet with information for us to import, use RSWeb<sup>®</sup> to enter the information, or the STACKS Service Bureau can enter data for you from what is written on the information end of the box.

