



New Boxes for Storage

Barcodes should be affixed to the front of the box, in the bottom right-hand corner. Barcodes for boxes are 4-1/4" x 1-1/2".

Any information written on the front of the box should be written clearly.

Fill out the New Storage Form as completely as possible for each box. This can be completed in pen or in an Excel spreadsheet. This information will be entered into our database and used for subsequent retrievals, if needed.

Please fax the completed New Storage Forms to our office at 706-317-5086 or email to office@rivermill.net. We will then schedule a pickup. You may also email us an Excel spreadsheet (preferred method) with all the information. Please use the column headings as they are listed on the New Storage Form, using one barcode/box per line.

New boxes may also be entered using our Web Portal. If you would like to get setup to use the Web Portal, please email us at office@rivermill.net.

Compare the number of boxes shown on the New Storage Form to the actual number of boxes to ensure that they agree.

Only list NEW boxes going into Off-Site storage on the New Storage Form, or the Excel spreadsheet.

Please call our office at 706-317-4716 with any questions.

Office: 706-317-4716

Fax: 706-317-5086

Email: office@rivermill.net