

SHIPPING INSTRUCTIONS

Handle a hard disk drive as you would handle an egg. Handle failed hard disk drives with the same care as new drives. Use the original shipping materials, if you still have them. If not, they are relatively easy to replicate:

- 1.) Wrap media in an anti-static bag or tinfoil to prevent Static Electricity.
- 2.) Use a box that is at least twice the size of the media so that the media can be suspended in the middle of the box. We recommend a minimum of two inches of insulation all around for a 2 lb drive.
- 3.) Pack securely with foam, bubble wrap, or newspaper so the media will not move from the middle of the box. Place rubber bands around wrap to hold it tightly around drive. Avoid using peanuts as contents will settle to the bottom of the box.
- 4.) If sending a computer, laptop or notebook, use great care to ensure proper cushioning and protection. We recommend at least 6 inches for insulation. The heavier the unit, the more insulation required.