



in doc.

The Documents Undertakers Pty Ltd

A.B.N: 24 623 416 708
55C Kooyong Road North Caulfield 3162 Victoria Australia
P.O BOX 2129 Caulfield Junction Victoria 3161 Australia
T: 03 9558 28 56
E: service@1stindoc.com.au

WHAT YOU NEED TO PROVIDE

- Documents to be packed into boxes for collection by 1st in doc. Make sure they are not over packed, as this might cause them to collapse, resulting in damage to your documents. You should be able to fit your hand in between the documents and the side of the box. Please also make sure no single box weighs more than 10kg.
- Label and number each carton
- Fill out the 'Records Collection List' with the corresponding number of each box of documents
- Email the list to 1st in doc, and then save a copy for your records
- 1st in doc will contact you to arrange a date and time for collection of your documents
- Upon collection of your documents, you will be required to sign a collection authority, which authorises 1st in doc to take ownership of your documents during the scanning process
- When packing your documents for collection, as far as possible try to pack like documents together. This will make it easier to catalogue your files correctly during the scanning and indexing process.



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FIRST IN 1 DOCUMENT SOLUTIONS RECORDS COLLECTION LIST

Box no.	Contents
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- All Boxes Must be Numbered and sealed.
- A filing menu should be arranged before scanning commenced.
- A collection contract must be signed for customer protection.
- All filed in boxes should be free of staples, paper clips and pins unless agreed otherwise.

Thank you.