



Our Shredding clients store their paper files in quite a few different types of containers.

Boxes are, by far, the most common. Following is a quick reference of boxes and sizes for your use to calculate a quick estimate of your volume of paper.



Standard Letter Size Bankers Box

Often referred to as a file box, storage box, letter box, carton, or copy paper case, these boxes are a universal standard. The dimensions of this box are generally 12” wide x 15” long x 10” high.

Standard Legal Size Bankers Box

This is a larger box than letter size, not used quite as much as the letter size, but is a very common storage container for paper files. This box comes in several varieties of construction, including removable lids, tie down flaps, as well as slight variations in length and width. The dimensions of this box are generally 12” wide x 24” long x 10” high.



Non-Standard Boxes

There are lots of other boxes, including oversized Bankers Boxes, Transfer Files (looks like a portable cardboard drawer), moving company boxes, as well as many varied plastic tubs (generally measured by gallon capacity), gaylords, carts, bags, containers, file drawers, etc.

Whatever size and/or type of box in which your confidential files are stored, by using this general reference and images, we should be able to quickly and easily determine the volume quantity of your shredding requirement.

