



How to Prepare Your Memories for Your Affordable Archives Project.

Shipping Recommendations

1. **FIND a good, sturdy cardboard box** in which to send your memories to us. A triple layer corrugated box is a better option if you can find it. When re-using a box, be sure to remove or black out any old shipping & tracking labels.
2. **PLACE your memories into ziplock bags** before putting them into the good, sturdy box. This will protect your memories from the rain and any liquid spills that may occur during shipping. *Note: it is not a good idea to store your memories in sealed bag long term.*
3. **SEAL your good, sturdy box** with good, strong packaging tape. Preferably filament tape. Best practice is to seal all of the edges of the box with your good, strong tape so no rain or spilled liquid can seep inside. Make sure to pad the bottom before putting your memories inside and pack the empty space in the box or container. Ideally the contents of the box should not move when the box is shaken.
4. **ATTACH the provided shipping label** to your good, sturdy box or make your own label and address to:
 - Affordable Archives 4193 S. Adeline Drive, Prescott, Arizona 86303 Phone: (480) 420-7518
5. **SEND your good, sturdy box** that is sealed with good, strong filament packing tape, using the courier of your choice. ***BE SURE*** to get a tracking number and estimated time of arrival.
6. **CALL, email, text or message** us with the tracking number and estimated time of arrival so that we can be on the lookout for your Affordable Archives project!
 - Phone/Text/WhatsApp: (480) 420-7518
 - eMail: affordablearchives@gmail.com
 - Message: <https://www.facebook.com/Affordable-Archives-100729588492324>