

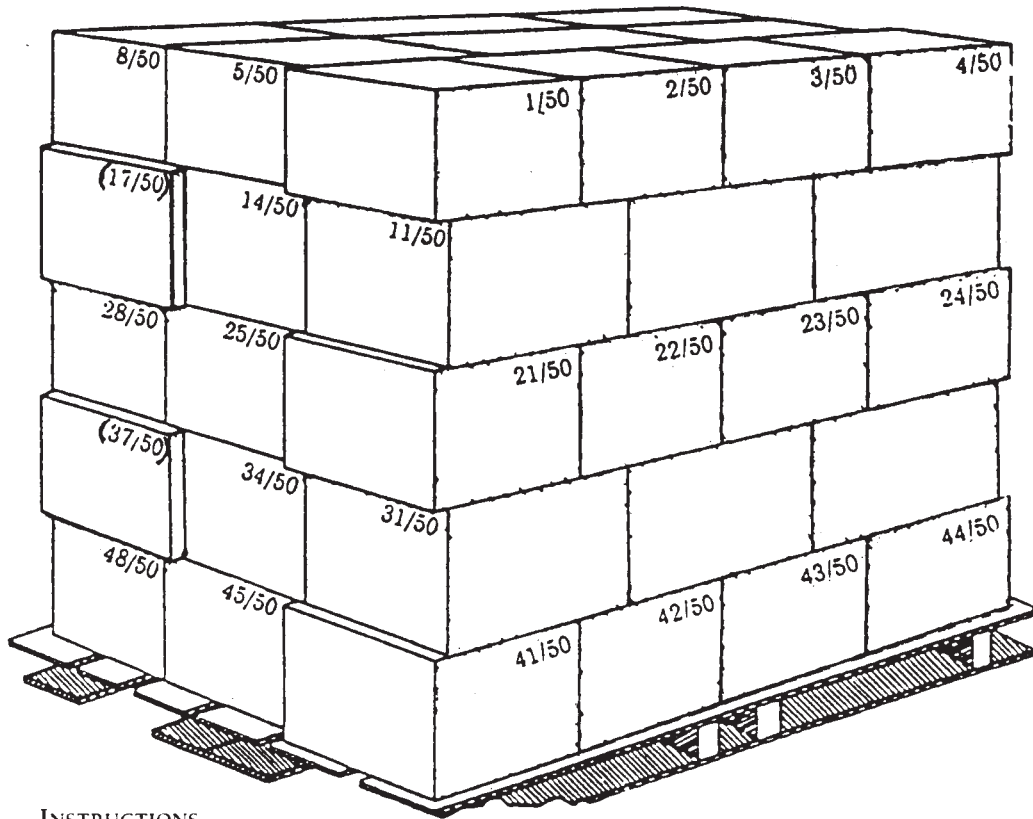
## EXAMPLE OF PROPERLY STACKED PALLET SHOWING AGENCY BOX NUMBERS

|         |     |      |     |
|---------|-----|------|-----|
| 8th     | 9th | 10th |     |
| 5th     | 6th | 7th  |     |
| Box # 1 | 2nd | 3rd  | 4th |

Top View of Top Row

|      |      |      |      |
|------|------|------|------|
| 17th | 18th | 19th | 20th |
| 14th | 15th | 16th |      |
| 11th | 12th | 13th |      |

Top View of Second Row



### INSTRUCTIONS

1. Face the boxes as shown in diagram.
2. Stacking pattern for palletized records is 10 standard records center cartons per row, 5 rows per pallet, 50 cartons per pallet. Box 50 is in the bottom row; and box 1 is in the top row.
3. Four boxes on each row are placed perpendicular to the rest of the boxes in that row.
4. Numbered end not facing the front of the pallet should face right.
5. When records are boxed before pallets are available, keep the boxes in numerical order so they can be loaded on pallets properly.
6. Failure to load pallets properly will be cause for the Center to refuse the records.
7. Pallets should be banded with steel, plastic, or cord strapping before shipping.