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| Lancashire ArchivesBox Making ServiceArchival Box Enquiry Form |  |
| **Please complete both pages of this enquiry form in full and return to: box.clever@lancashire.gov.uk****We will acknowledge your enquiry and send you a quotation by email** |
| Box Clever Job Ref: |  | Customer Ref: |  |
| Name / Position:  | Click here to enter text. |
| Organisation:  | Click here to enter text. |
| Billing Address: | Delivery Address (if different): |
| Click here to enter text. | Click here to enter text. |
| Phone No.:  | Click here to enter text. | Tick this box if you wish to collect goods: |[ ]
| Email:  | Click here to enter text. | Fax No.: | Click here to enter text. |

**HOW TO MEASURE FOR BOXES**

Please give the maximum dimensions of the object(s) to be stored inside the box, in millimetres.

1. **LENGTH**:

The measurement from end to end.

1. **WIDTH**:

The measurement from side to side

1. **DEPTH**:

The measurement of the thickness of the item.

This method of measurement applies to all material including:

* Books and bound items
* Loose sheet items
* Bundled or rolled items
* Photographic, CD, and modern media
* Textiles and garments

**Lancashire Archives Box Making Service**

**Lancashire Record Office, Bow Lane, Preston, PR1 2RE**

**Email: box.clever@lancashire.gov.uk**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Box No. | Qty. | Single Piece Drop Spine | Two Piece Tray and Lid | Size of object to go inside box Dimensions (mm) |
| **FOR INTERNAL USE** |  | Please select as required | Length | Width | Depth |
|  | Click |[ ] [ ]  Click | Click | Click |
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