



## Shipping & Handling procedures

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1. Remove and retain all brackets, cables and misc. hardware unless otherwise instructed.
2. Enclose hard drive or other storage media into an antistatic bag (antistatic bags can be obtain at just about any computer retail store or computer repair shop.)
3. Place storage media inside a sturdy box (position media in the center of the box) and insulated with at least (minimum) of 2 inches of protection on all sides. For insulation you can use foam, bubble-wrap, shipping-peanuts, etc. Packaging materials can be obtained at any shipping outlet or stationary store.
4. Download the Data Recovery form from our resources section on our web page and place a copy of it inside the box.
5. Use good strong shipping tape to secure package.
6. We recommend shipping hard drives via a courier such as; FedEx, UPS, DHL, Airborne. For added security, make sure package is insured and have someone sign for it upon receipt, and also save the tracking number. Once your package arrives at our Data recovery center we will contact you via phone or email and provide you with a JOB NUMBER #.



### Ship package to:

Data Analyzers, LLC  
6000 Metro West Blvd #203  
Orlando, FL 32835