

A NEW BOX DESIGN IS COMING YOUR WAY

Coming Soon! The following box SKU's will be equipped with an RFID label pre-applied at no additional charge. And now, all box types will come with a built-in hole to easily secure zip ties for extra protection.

| Type | Description | SKU# |
|------|--|-------|
| 1.2 | Standard Letter/Legal Box | #2000 |
| 2.4 | Letter Transfile Box | #450 |
| 1.2 | Letter/Legal Box – Attached Lid <i>(Canada only)</i> | #251 |

You can place orders for boxes and zip ties using Iron Mountain Connect™, or by calling our Customer Care team at **1 (800) 934-3453 (FILE)**.

QUESTIONS OR CONCERNS?

To discuss your unique business needs, call Iron Mountain's Customer Care team at **1 (800) 934-3453 (FILE)**.

NEW RFID-READY BOXES

New in 2015, Iron Mountain will begin to incorporate Radio Frequency Identification (RFID) technology into the design of our most popular storage boxes.* By building the latest asset technology right into your boxes, you'll be "ready" to take advantage of the benefits of this technology for your immediate or future inventory auditing needs. Starting January 15, you may begin to see new RFID-ready boxes in some markets as we deplete supplies of our existing box styles. But, you can expect all North American markets to fulfill supply orders with RFID-ready boxes exclusively after March 1, 2015.

ABOUT THE NEW RFID-READY BOXES



PROTECTIVE LID

- » Additional durability during transportation and storage
- » Won't warp or blow off

BUILT-IN HOLE FOR ZIP TIE

- » Added level of security
- » Additional protection for your information
- » Zip ties are sold separately

PRE-APPLIED RFID LABEL

- » Easier path to inventory audit with no line of sight required
- » All-in-one RFID chip and barcode label
- » RFID label is open sourced and can be read at your location with an RFID reader
- » RFID labels also sold separately for non-RFID-ready boxes

*Our most popular box types are 1.2 cf. and 2.4 cf. in the US and 1.2 cf. (attached lid) in Canada. Artist's rendering of the box; language and design may vary by market.

HOW TO USE THE RFID BOXES

The new RFID-ready boxes will also make it easier for you to prepare your box for pick-up and delivery. Follow these simple steps to use the new RFID-ready boxes.

Thank you for your business and continued partnership.

FOR NEW INVENTORY/NEW RFID-READY BOX

- 1 You will no longer need to purchase, stock, or apply labels to the inventory you send us for storage.
- 2 Complete the required fields for your inventory using Iron Mountain Connect™ or continue to use Transmittal forms.
- 3 When using Transmittal forms, you will find a peelable “buddy label” on your RFID-ready box. Peel this label from the box and affix to your Transmittal form. “Buddy labels” are provided as an easy and accurate way of recording the box number on your transmittal forms.
- 4 If the contents of your box are to be “Imaged” or “Listed,” please mark the appropriate selection on the side of your box(es).
- 5 Submit inventory following your normal process.

FOR NEW INVENTORY/OTHER BOX TYPE

- 1 You can purchase RFID labels and apply them to boxes of new inventory you send us for storage.
- 2 Complete the required fields for your inventory using Iron Mountain Connect™ or continue to use Transmittal forms.
- 3 When using Transmittal forms, you will find a peelable “buddy label” on your RFID-ready box. Peel this label from the box and affix to your Transmittal form.
- 4 Submit inventory following your normal process.

FOR REFILE BOXES/OTHER BOX TYPE

- 1 You can process refiles following your current process; or
- 2 Contact us to convert your refiled inventory to be RFID-ready.

Note: You cannot apply a new RFID label over an existing label without completing a conversion request for that inventory, as this will cause an inventory discrepancy.

FOR CONVERTING ALL INVENTORY TO BE RFID-READY

Contact us; and we will complete the conversion for you as a Special Project.



ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM) provides information management services that help organizations lower the costs, risks and inefficiencies of managing their physical and digital data. Founded in 1951, Iron Mountain manages billions of information assets, including backup and archival data, electronic records, document imaging, business records, secure shredding, and more, for organizations around the world. Visit the company website at www.ironmountain.com for more information.

© 2015 Iron Mountain Incorporated. All rights reserved. Iron Mountain and the design of the mountain are registered trademarks of Iron Mountain Incorporated in the U.S. and other countries. All other trademarks and registered trademarks are the property of their respective owners.