



Procedure for shipping hard drives (any size including external):

- 1) Drive should be placed in an anti-static bag (if available) and taped shut.
- 2) If shipping multiple drives from a RAID array, please label the order in which the drives came from the array.
- 3) Include completed copy of LWG work order, which can be obtained from:
<http://www.lwgdatarecovery.com/workorder.pdf>
- 4) Include a check for the evaluation fee; checks can be made out to 'LWG Consulting, Inc.' or call 1.877.LWG.DATA with a credit card number.
- 5) Drive should be shipped in a box:
 - a) If possible use a pre-cut foam box designed for hard drives.
 - b) Else wrap the drive in several layers of bubble wrap.
 - c) Packing chips should only be used to fill space, not protect the drive.
- 6) Drive should be shipped via FedEx/UPS. Insure drive for the value of your data

Procedure for shipping Computers/Servers:

- 1) Computer should be shipped in a box:
 - a) Wrap the computer in several layers of bubble wrap.
 - b) Packing chips should only be used to fill space, not protect the computer.
- 2) Include completed copy of LWG work order, which can be obtained from:
<http://www.lwgdatarecovery.com/workorder.pdf>
- 3) Include a check for the evaluation fee; checks can be made out to 'LWG Consulting, Inc.' or call 1.877.LWG.DATA with a credit card number.
- 4) Computer should be shipped via FedEx/UPS. Insure computer for the value of your data or replacement cost, whichever is higher.

Procedure for shipping Backup Media (CD/DVD/Tape):

- 1) Media should be shipped in a box:
 - a) Wrap the media in several layers of bubble wrap.
 - b) Packing chips should only be used to fill space, not protect the media.
- 2) Include completed copy of LWG work order, which can be obtained from:
<http://www.lwgdatarecovery.com/workorder.pdf>
- 3) Include a check for the evaluation fee; checks can be made out to 'LWG Consulting, Inc.' or call 1.877.LWG.DATA with a credit card number.
- 4) Media should be shipped via FedEx/UPS. Insure media for the value of your data.

Need shipping materials?

Please call 1.877.LWG.DATA and we will be happy to provide the correct shipping materials to you.