



## Materials Shipping Information

3201 Interstate 30 • Suite K-2 • Mesquite, TX 75150-2602 • 972-686-8973

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It is important to handle all evidentiary material in a proper manner when shipping. All materials received by Forensic Sound are documented on arrival as to time, packaging, contents, and shipping information. Package contents are documented photographically in addition to photocopies of appropriate material.

Follow the shipping information below to insure your materials are protected during shipment.

### Recorded Materials

**You will need a copy of my price list. I can send it to you by email or regular mail. When you have it, please sign a copy and include it with your materials. This is merely to show that you have read and understand my rates and policies. Also fill out two copies of the Job Manifest and include them with the shipment. Be sure to sign both copies. I will sign one and return it to you signifying I have received the materials listed. The tapes should be shipped in at least an 12" x 12" or larger box, with the tapes protected and placed in the center of the package. This helps prevent accidental erasure and physical damage. Ship by UPS or FedEx, as they both provide excellent tracking capabilities. Request a signature for receipt of the package. This guarantees that I received the package!**

### Physical Devices

**If you are shipping a physical device such as a recorder, follow the basic instructions above. The size of the container may have to be altered to accommodate the dimensions of the object. Make sure the object is placed in a plastic bag, such as a larger freezer bag. This protects the device from dust and debris. Next, make sure the device is wrapped in bubble wrap and placed in the center of the shipping container. For heavier devices, there should be at least six inches of space on all sides of the device and the inner surface of the shipping container.**

### Electronic Files

**I will also accept some digital files. Before you choose this option, we should discuss the procedure. Phone answering devices and larger phone systems very often store recordings as digital files. They may be sent as email attachments if they do not exceed 4 Megs in length. The date of your email becomes the date of receipt by Forensic Sound. In certain instances, I must retrieve the files from your system(s) myself to maintain an exact chain of evidence. You must preserve the original files in their original format, should they be required during the analysis, investigation, or legal proceedings.**