



## **Carney Forensics**

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23370 Melanie Trail N.  
Scandia, MN 55073  
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Cell: 612.812.5590  
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## **Instructions for Sending the Hard Drive to Carney Forensics**

Label the hard drive with your company's name and date.

### **Packaging the hard drive:**

Place drive in static free bag.

Bubble wrap or foam wrap the drive with at least 2 layers to protect it in shipping.

Place in card board box for shipping.

### **What else to include in the box:**

Include payment check if you are not paying with a credit card.

Include signed consent form, if required.

Include the signed Carney Forensics Service Agreement

Document any damage or missing parts.

### **How to ship:**

Ship overnight with a signature required upon delivery to start the Chain of Custody.

Ship with a tracking number so we can locate the package in case of delay.

**Send to:**                      **Carney Forensics Lab**  
  
   **23370 Melanie Trail N**  
  
   **Scandia, MN 55073-9791**

### **After Shipping:**

After you ship, please email the tracking number, shipping vendor, and date shipped to [patti@carneyforensics.com](mailto:patti@carneyforensics.com).

We will email you a confirmation as soon as we receive your device.

Thank you.