

**WCN Data Recovery**  
**Telephone: (866) 701-2979**  
**E-mail: [info@wcntech.com](mailto:info@wcntech.com)**

**Shipping & Packing Instructions**

- **Remove** the hard drive from the computer; if you do not know how to do this find an expert to help.
- Handle the drive as you would handle a raw egg.
- **Wrap the media in an Anti-Static Bag** or similar material to prevent electric shock or ESD.
- **Use a box that is 1 ½ to twice the size of the drive.**
- **Pack securely** using bubble wrap, foam, or newspaper so that the drive will not move inside the box.
- Include the completed and signed form and mark the box FRAGILE.
- If sending a laptop or a notebook computer there will be a \$75.00 hard drive removal fee.
- Ship UPS or FedEx to WCN Technologies, Inc. at the address provided to you.
- Notify WCN by e-mail to: [info@wcntech.com](mailto:info@wcntech.com) of the shipping date, method, and tracking number if possible so we will know when to expect your data, particularly if you request expedited service.