

Ordering Archive Boxes

-- New Instructions --

Please follow these new instructions for ordering boxes. Multnomah County no longer carries the boxes and you will need to purchase them directly from the vendor.

Contact the Walter E. Nelson Company: Sales

Rep: Jeff Hughes @ 503-546-3449

or jhughes@walterenelson.com

If the sales rep is unavailable, you may contact:

Customer Service: 503-546-6875 or customerservice@walterenelson.com

Ask for part #1717611BD (bundle of 25 boxes) \$49.30/per bundle (please note that if you use a procurement card the price is \$52.00/per bundle). They will only sell by the bundle. Please send your part number, quantity, PO #, and shipping address and any special instructions to Jeff Hughes at the email address above.

Please contact Archives and Records Management (parc@portlandoregon.gov or 503-865-4100) if you have any questions.