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Flagging materials in boxes that stand upright

Print your last name, the page number of your order form, and the item number found in the left hand margin of the form on each of the green flags. The flag should be placed so that it protrudes from the top of the folder when placed in the box. Please return materials to the box in the order in which they were found.



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Flagging materials in boxes that lay on their sides

1. Flag the material in each folder as described above.

2. Fold a green sheet of paper around the bottom of the folder(s) in which you have placed a flag.

3. Return the folder to the box so that the folded green sheet of paper is visible.





