

Media Import Shipping Form

NOTE: This form must be fully completed. Shipping and packaging instructions must be followed 100 percent. Customer acknowledges that failure to properly ship, label or complete this form will result in the cancelation of the project, and the return of the hard drive at the customer's expense. This form must be enclosed in the box with the customer's hard drive.

Packaging Instructions

Cloudstar only accepts delivery of customer hard drives if they are properly packaged. The connection of a damaged hard drive can cause data corruption or electrical damage to Cloudstar equipment. As such, all hard drives must be wrapped in bubble wrap packaging material, and placed into a cardboard shipping box with filler such as paper or Styrofoam peanuts. USB flash drives must also be shipped in a small box.

Under NO CIRCUMSTANCES will Cloudstar accept any portable media should it arrive in a UPS or FedEx envelope or bubble envelope. For return of drive, please include pre-paid return label.

Customer Information

Company Name: _____

Contact Name: _____

Return Address: _____

Phone Number: _____

Media Type (circle one)

Hard Drive

USB Flash Drive

Cloudstar performs data imports at the following datacenters:

UPS & FedEx ONLY

Keystone Management Group DBA Cloudstar
4800 Spring Park Road
Jacksonville, FL 32207

Keystone Management Group DBA Cloudstar
2 Emerson Lane
Secaucus, NJ 07094

Keystone Management Group DBA Cloudstar
2972 Stender Way
Santa Clara, CA 95054

By signing below, I certify that I understand the terms and conditions set forth in this document.

Customer Signature: _____ Date: _____