

Inventory Label for Museum Contributions.

Reproduce and apply to top and one side of each carton. (If the carton does not have to be opened to evaluate the contents, the documents or equipment will be better preserved.)

The Storage Facility Manager shall insert the Inventory container #.

**Skydiving Museum Storage Facility
Inventory Label**



Inventory container # NSM - _____

This carton contains the following

Donated by: _____

Address: _____

Telephone: _____

Email address: _____

Date: _____

Please provide/attach any documentation that will help to explain the history of each article such as log books (or photocopies), photographs, articles and/or your own written narrative.

The museum administrator shall request carton(s) be shipped to one of the storage facilities listed in Attachment A.

This form shall be attached to the top and one side of the carton. The carton shall be sealed. A copy of this form shall be kept in an inventory file and the information shall be entered into a database by inventory container number.