

ARK Drive Instructions

Please follow these instructions exactly *or an empty drive will be returned.*

Things You Will Need:

- An **external 1Tb USB-3 hard drive, or one with 1Tb free space**
- The **USB-3 cable** that came with the drive
- An appropriately-sized, good quality, **heavyweight cardboard shipping box**
- Good quality **bubble-wrap** for padding the box
- A **pre-paid shipping label** from a private carrier service
- A **pre-paid *return* shipping label** from a private carrier service
- Your **requested personal information** computer-printed on a piece of plain white paper with in a plain font
- A **personal donation** in the form of **Cash, Personal Cheque, or Money Order** in UK Sterling in a separate, secure envelope
- The ARK Drive Checklist (the last page of this document)**

Things not to do:

- Send an internal hard drive; a flash drive or “thumb” drive; a Network Attached Storage (NAS) device; any hard drive which lacks a direct USB-3 interface; any drive with less than 1 TB of free storage space.
- Forget to include the USB-3 **cable** that came with your drive.
- Use Parcelforce or Hermes to send me your drive.
- Have a drive shipped to me directly from a retail outlet or on-line store.
- Ship a drive from anywhere other than **YOUR HOME ADDRESS**. The **return address** for the initial shipment **MUST** be **YOUR HOME ADDRESS, including YOUR FULL NAME**.
- Ship the drive in a bag, envelope, or a cheap, flimsy, lightweight cardboard box for **any** reason. The **EXTERNAL PACKAGING** for your entire shipment **MUST** be an appropriately-sized, good quality **heavyweight cardboard BOX**.
- Wrap the box in an external shipping bag for **any** reason. **ENSURE** you tell the shipping representative **NOT to** wrap your box in a shipping bag. This often repeatedly shifts the weight of the box inside the bag during shipment and can end up damaging the drive.
- Use **ANY** paper or **ANY** styrofoam “popcorn” pieces to pad the shipping box.
- Add **ANY** other packing material other than good-quality **bubble wrap** to the shipping box. Such packing material may shift or deform, causing the drive to be damaged. You **MUST** use **ONLY** good quality **bubble wrap** to pad the shipping box.
- Put **ANY** amount of tape on the bubble wrap padding your drive. This forces me to cut it with scissors or a razor blade and damages the bubble wrap for the return shipment.
- Request signature confirmation for your package. This is unnecessary, and often **DELAYS**

your package if I am not here to sign for it.

- ☒ Send me a Waybill or Order Form for the return shipment. You **MUST** include for the return shipment a **SHIPPING LABEL which requires ZERO PROCESSING at a carrier office, and can be affixed to the box for IMMEDIATE return shipment.** Waybills and Order Forms require processing at a local carrier's office, which forces me to stand in long lines to have the shipments processed before sending, instead of simply dropping off the many packages I receive at my local shipping centre. **MAKE SURE** you tell the shipping company representative that you do **NOT** want to send a Waybill or Order Form and that you **MUST** include a **SHIPPING LABEL which requires ZERO PROCESSING at a carrier office** inside the box for the return shipment.
- ☒ Allow the shipping company representative, or **anyone else**, to **pack, add to, subtract from, or seal** your shipping box for you. **YOU MUST** pack and seal the shipping box **YOURSELF** to ensure that it is packed and sealed properly.
- ☒ Hand-write the personal information I have specifically requested that you **PRINT OUT** in a **plain font** on **plain white paper**.
- ☒ Leave out any personal information I have specifically requested to be printed out. Include **ALL** the requested personal information.
- ☒ Send non-UK currency for the personal donation. This means to **ONLY** send **UK £s** whether your donation happens to be via Cash, Personal Cheque, or Money Order, and **DO NOT** send Euros, Canadian Dollars, or any other foreign currency.
- ☒ Send a "MoneyGram" for the donation, as these have been very difficult to process in the past.

Posting:

- Send a **USB-3 EXTERNAL HARD DRIVE** with at least **1TB** (terabyte) of free storage space. **The drive you send MUST have the ability to be attached to a computer via USB-3 interface.** You may send a standard **hard disk drive** (HDD) or a **solid state drive** (SSD), as long as the drive you send is an **external USB-3** drive. Include the **cable** that came with the drive; do **NOT** assume that I already have a cable that will work with your drive.
- I will only reformat drives to **ExFAT** format and only by specific request (see Checklist).
- Your drive **MUST** be sent **from YOUR HOME ADDRESS to my address** via a **PRIVATE INSURED CARRIER SERVICE**, such as UPS, FedEx, DHL, or a similar company. The **return address** for the initial shipment **MUST** be **YOUR HOME ADDRESS, including YOUR FULL NAME.**
- The external packaging for your entire shipment **MUST** be a good quality, well-padded **HEAVYWEIGHT CARDBOARD BOX, NOT** a bag or envelope. Use an appropriately-sized box. This means do not ship a small hard drive in a gigantic box. You **MUST** use **ONLY** good quality **BUBBLE-WRAP** to pad the shipping box.
- You **MUST** pay for **BOTH shipping AND return-shipping** at the carrier's office **at the time of your initial shipment.** Attach your initial shipping label directly to the shipping box itself. Include a **PRE-PAID RETURN-SHIPPING LABEL** inside the shipping box. I will attach the return shipping label to the same box for the return shipment. This allows all shipping, tracking, and insurance to be in **your** hands, and any insurance claims, should they be necessary, to be handled by **you.**
- Keep a record of your initial shipping and return-shipping **TRACKING NUMBERS.** **YOU**

ALONE are responsible for all package tracking. I do not keep any tracking numbers.

- Include your **full name, mailing address, phone number** and **email address** computer-printed in a **plain font** on a piece of **plain white paper** inside the shipping package. Include **ALL** of the requested personal information. Do **NOT** hand-write this information **for any reason**. I ask this because people's handwriting is sometimes unintelligible. If you don't own a printer, ask a local friend to print this information for you, or print this information at a local copy centre.
- Include a **personal donation for my time and effort** in a separate secure envelope inside the shipping package. The donation for the ARK may be in **UK £s**, a **Personal Check for UK £s** made payable to "**Robin Walton**," or a **Money Order for UK £s** made payable to "**Robin Walton**."
All donations are NON-REFUNDABLE once sent, even if you fail to follow instructions and an empty drive is returned to you.
- Print out the **ARK Drive Checklist** (the last page of this document). Check off each item on the checklist to ensure that you have followed all instructions, and include the checklist inside the shipping package. If you don't have a printer, ask a local friend to print the checklist for you, or print the checklist at a local copy centre.
- **Send to Robin Walton, 75 Castle Street, Frome, BS11 3DY**

If you have any **questions** regarding the shipping instructions, you can write to me at robin@bobinski.uk to request **clarification**.

Your drive will be returned to you within **approximately 2-3 weeks**, depending upon shipping circumstances. If do not receive your drive back after 3 weeks, please write to me at robin@bobinski.uk.

***I do not want to have to send you back a blank drive,
So please triple-check everything before sending your drive!***

[Click here to see Mark's video about packing.](#)

Ark Drive Checklist

- I have watched Mark's Video about packing the drive.
- I have included an **EXTERNAL USB-3 HARD DRIVE** with **1 TB** of free storage space. I have included the **USB-3 CABLE** that came with my drive.
- I have NOT used Parcelforce or Hermes to send the parcel.
- The **RETURN ADDRESS** for the initial shipment of my package is **MY HOME ADDRESS, including MY FULL NAME.**
- The **EXTERNAL PACKAGING** for my shipment is an appropriately-sized, good-quality **HEAVYWEIGHT CARDBOARD BOX.** I did **NOT** ship my drive in any type of shipping bag or envelope **for ANY reason.**
- My shipping box is padded **ONLY** with **good-quality BUBBLE-WRAP.** I did **NOT** put any amount of tape on the bubble wrap padding my drive.
- I did **NOT** use **ANY** amount of paper, **ANY** amount of styrofoam "popcorn" pieces, or **ANY OTHER** packaging material other than good quality **bubble wrap** to pad my shipping box.
- I packed and sealed my shipping box **MYSELF.** I did **NOT** allow anyone else, including a shipping carrier representative, to pack or seal my shipping box for me.
- I have **PRE-PAID FOR SHIPPING AND RETURN-SHIPPING** at the time of my initial shipment.
- I have included a **PRE-PAID RETURN-SHIPPING LABEL** from a private carrier service inside the shipping box.
- I did **NOT** send a Waybill or Order Form which requires processing at a carrier office for return shipping.
- If shipping from outside the United States, I have fully filled out and included the necessary return-shipping **CUSTOMS DECLARATION DOCUMENTS** in the shipping box.
- I have recorded and saved all **PACKAGE TRACKING INFORMATION** for both shipping and return-shipping. I understand that **I ALONE** am responsible for tracking my package.
- I have included **ALL** of the **PERSONAL INFORMATION** requested, including my full name, mailing address, phone number and email address on a piece of **plain white paper.** The information is **computer-printed** in a **plain font.** It is **NOT** hand-written.
- I have included a **PERSONAL DONATION** for Robin's time and effort in a separate secure envelope inside the shipping box. I did **NOT** send foreign (non-UK) currency or a "MoneyGram." I understand that my donation is **NON-REFUNDABLE** once sent.
- I am including **THIS CHECKLIST** inside the shipping box to attest that I followed all shipping instructions.
- Tick here if you want the drive formatted in exFAT format. **Any existing data on the drive is deleted.**