



**DATA MANAGEMENT
BUSINESS RECORDS**

Offsite Storage and Service

DATA\FAX™

SERVICE REQUEST FORM

DIAL (478) 745-0192

Company Name:	
Account Code:	Department # (If any)
Requested by:	
Telephone and Ext.	
Today's Date:	Current Time:
Deliver to:	

Services Requested
(Check one or more)

<input type="checkbox"/> Deliver Boxes <i>Itemize below</i>	<input type="checkbox"/> Pickup New Boxes <i>Total no. of boxes</i> <input type="checkbox"/>	<input type="checkbox"/> Pickup Refile Boxes <i>Total no. of boxes</i> <input type="checkbox"/>	<input type="checkbox"/> Pickup Refile Files <i>Total no. of files</i> <input type="checkbox"/>
<input type="checkbox"/> Deliver Files <i>Itemize below Including box number</i>	<i>Total cubic feet of boxes</i> <input type="checkbox"/>	<i>Total cubic feet of boxes</i> <input type="checkbox"/>	<input type="checkbox"/> Deliver DATABOXES (Cases of 25) <i>Cases needed</i> <input type="checkbox"/>

When needed
*Select delivery time.
(pickups will be scheduled
for the following morning.)*

<input type="checkbox"/> This afternoon <i>Order must be received by 11:00 a.m.</i>	<input type="checkbox"/> Tomorrow morning <i>Order must be received by 5:00 p.m.</i>	<input type="checkbox"/> DATADASH RUSH <i>Immediate processing and guaranteed delivery within two hours.</i>
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Special Instructions

Itemize Boxes and/or Files
List each box number and/or file description to be delivered.