

FAX ORDER



PRIORITY SERVICE

ACCESS
 RUSH
 NEXT DAY (AM Service)
 NEXT DAY (Regular)
 SAME DAY

New York 201.798.4427
 Atlanta 770.819.7945
 Chicago 312.226.7811
 Los Angeles 562.373.9031
 Miami 305.573.3340
 Philadelphia 215.223.8099
 San Francisco 510.623.9517
 Washington DC 301.583.7619

Account Information

Acct Name _____

Account # _____ Dept # _____ Sub Dept # _____

Requester _____ Phone # _____

Service Order Placed _____ Date _____ Time _____

Pick Up

Boxes _____ Box Type _____

Boxes _____ Box Type _____

Interfiles _____ Box Type _____ Qty. _____

CDS (Certified Destruction) _____ Box Type _____

Destruction _____ Box Type _____

Ship To

Delivery Address _____ Date _____

Company _____ Attn _____

Address _____

Phone _____

Material/Supplies

Forms/Type _____ Quantity _____

Barcode Labels _____ Quantity _____

Boxes/Type _____ Quantity _____

GRM Box/File#	ALT ID #	File Information/Instructions	Requestor
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

THIS BOX IS FOR GRM USE ONLY

Work Order # _____

Authorized Signature _____ *(MUST BE LISTED ON THE AUTHORIZED USER FORM)

