



Fax#: 847-574-1333

Fax Retrieval / Pickup / Supplies Request Form

Fax order service is available between
8:00 am – 4:00 pm, Monday – Friday

Date: _____

Company Name _____ Tel # _____

Authorized Requestor Name _____ Signature _____

Complete this section only if delivery address is different from standard service address.		
Name _____	Telephone # _____	Ext _____
Address _____		
City _____	State _____	Zip _____

Note: Please Order RUSH Service by Telephone (800)580-4246

Order Supplies: Storage Boxes _____ (multiple of 10) Barcode Labels _____

Type of Service: Delivery Service Pickup Service Fax Service Copying Service

Mail Service Scan & E-mail Telephone Reference Shredding Service

Pick up at Access: est. Time _____

Delivery Service: Delivery Date: _____

Next Business Day (Fax must be received by 4:00 p.m.)

Same Business Day (Fax must be received by 10:00 a.m.)

Pickup Service: Pickup: # of Boxes _____ # of Files _____ Pickup Date: _____

Pickup Shredding:(# of console bags) _____ (# of totes) _____ (# of boxes) _____

Retrieval (Delivery) Details: Box Retrieval: File Retrieval:

Barcode # /Alternate ID #	Box / File Description
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Special Instructions: _____

For Access Information Confirmation: Service Order # _____	Rec'd by _____	Date _____	Time _____
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