

To Request New Record Storage Box's Instructions 1.17.13

Email or **Fax** to A-1 a **Request for New Box's** order form (see example below) with the following information:

- 1 . Date:
- 2 . Company Name:
- 3 . Department Name: Doctor Name: (if applicable)
- 4 . Requested by:
- 5 . Pick-up Address: (select requested service) "Deliver to customers facility"
Suite / Room #: "Customer will pick-up at A-1's office"
- 6 . Email:
- 7 . Telephone and Fax numbers:
- 8 . Requested Delivery / Pick-up Date(s), Hours Available and Lunch Hour
(For **RUSH** orders of **4 hours or less**, add'l charges apply)
- 9 . Complete order form questions
- 10 . List any Specific Requirements or Comments



Ph. (573) 364-2100 / Fax (573) 364-8359 / everyone@a1moving.net

REQUEST FOR NEW RECORD STORAGE BOX'S

Date: 1/17/2013	for office use only
Company Name: 123 Med Center	Entered: _____
Department Name: H.R Dr. Name: Johns	Follow-up: _____
Requested By: Jane Doe	By: _____
Delivery Address: 1050 w. Center Blvd. <input checked="" type="checkbox"/> Deliver to customer's facility	#: _____
Suite / Room # H.R. suite 163 <input type="checkbox"/> Customer picks-up at A-1's office	
Email: jdoe@123mc.com	
Phone: (111) 555-1212 Fax: n/a <input type="checkbox"/> RUSH (Add'l Charges Apply)	
Requested Delivery / Pick-up Date (s): 1/18 - 25/13 Hours Available: 9 - 4:00 Lunch Hr: 11:30 - 12:30	

Note: Barcodes come in quantities of 14 per sheet. If you need less or more than 1 sheet of barcodes, you will be expected to keep the unused barcodes for future use; THEY ARE ASSIGNED TO YOU and cannot be used anywhere else.

1 . Number of barcodes needed:	29	
2 . Number of 1.2 cuft box's needed:	34	
3 . Special Order box's (specify)		
4 . Special Order box's (specify)		

Specific requirements:

please call Jane when barcodes are ready

Note: Upon submitting this form, A-1 will provide you your order and the following form - (see page 2)

A-1 Document Storage will then return to your office the following:

1. **Barcode** labels for the number of containers you requested
2. A **Transmittal** form to be filled out with the following information:
 - A. At the top, Date the Containers that are to be sent to A-1
 - B. Affix barcode to the carton
 - C. List description of the container contents
 - D. The 'from' and 'to' date ranges
 - E. The 'expiration date' (destruction date)

See the following example:

R&R Xbase - LBRP0100E1

Page: 1

DATE: 11/29/2004
TIME: 08:41:53

LBRP0100E

A-1 MOVING & STORAGE, INC.
TRANSMITTAL FOR NEW CONTAINERS
CUSTOMER: AJC

Date Containers Sent to A-1 Moving & Storage, Inc.: ___ / ___ / ___ Page ___ of ___

BARCODE #	ITEM#	DESCRIPTION	RANGE FROM	RANGE TO	EXPIRE DATE
C000000001	_____	_____	_____	_____	_____
C000000002	_____	_____	_____	_____	_____
C000000003	_____	_____	_____	_____	_____
C000000004	_____	_____	_____	_____	_____
C000000005	_____	_____	_____	_____	_____
C000000006	_____	_____	_____	_____	_____
C000000007	_____	_____	_____	_____	_____
C000000008	_____	_____	_____	_____	_____
C000000009	_____	_____	_____	_____	_____
C000000010	_____	_____	_____	_____	_____
C000000011	_____	_____	_____	_____	_____
C000000012	_____	_____	_____	_____	_____
C000000013	_____	_____	_____	_____	_____
C000000014	_____	_____	_____	_____	_____

Start Customer Inst.doc ... Total Recall For ... 8:42 AM

NOTE: DO NOT return this form, it is to be kept by CUSTOMER

Upon completion of placing bar code labels on containers and filling out transmittal form contact, **A-1 Document Storage** for pickup or delivery of containers.