



P.O. Box 360107
Birmingham, AL 35236
Telephone (205) 989-9020
Fax (205) 989-9023

Box Retrieval Request

<i>For Century Use Only</i>	<i>Notes:</i> _____ _____
<i>Work Order #</i> _____	

Customer Name: _____ Dept.: _____

Requested and Authorized by: _____
(Print Name)

Date Requested: _____ (Enter date boxes should be delivered or ready for pick up)

Check one: Deliver to: _____
(Name, Address and Phone Number)

Hold for pickup at Century

Check one: Normal Delivery (same day delivery if requested before 10:00 a.m.)

Rush Access (Access a box within 4 hours from time of request) (Only in Jefferson and Shelby Counties, Ala.)

Specified Time Delivery: _____

Customer requests that the following boxes be retrieved:

<u>Bar Code</u>	<u>Bar Code</u>	<u>Bar Code</u>	<u>Bar Code</u>	<u>Bar Code</u>
1 _____	11 _____	21 _____	31 _____	41 _____
2 _____	12 _____	22 _____	32 _____	42 _____
3 _____	13 _____	23 _____	33 _____	43 _____
4 _____	14 _____	24 _____	34 _____	44 _____
5 _____	15 _____	25 _____	35 _____	45 _____
6 _____	16 _____	26 _____	36 _____	46 _____
7 _____	17 _____	27 _____	37 _____	47 _____
8 _____	18 _____	28 _____	38 _____	48 _____
9 _____	19 _____	29 _____	39 _____	49 _____
10 _____	20 _____	30 _____	40 _____	50 _____

Total Boxes Retrieved:

Removed By: _____
(Century Records Storage Staff Member)

Date: _____

Released To: _____
(Authorized Customer Representative Signature)

Date: _____

(Print name signed above)

