



# BOX/FILE REQUEST FORM

DATE: \_\_\_\_\_

ACCOUNT NAME: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

REQUEST BY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

- Customer Pick-Up - Request by 3:30pm and material will be ready next day by 8:00am
- Next Day - Request by 3:30pm and receive material next day by 5:00pm
- Half Day - Request by 10:30am and receive material same day by 5:00pm  
Request by 3:00pm and receive material next day by 12:00pm
- Rush - Requests are delivered within 2 hours *(Please call DataSite Operations at 206-529-1234)*

DATASITE BARCODE #	CLIENT/ALTERNATE BOX #	FILE DESCRIPTION (FOR FILE RETRIEVALS ONLY)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

QTY	PICKUP	QTY	SUPPLIES
	Boxes to be added or returned to inventory		Standard Letter Legal Boxes (Sold in bundles of 25)
	Files to be returned to inventory		Barcode Labels

**FOR USE BY DATASITE PERSONNEL ONLY**

Date Order Received:	Time Order Received:
Order Entered By:	Work Order #

**CLICK HERE TO SUBMIT THIS FORM TO DATASITE**

*or print and fax to 206-529-6172*