



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

Sending New Boxes to Storage

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

On this form, DO NOT include any boxes that have already been in storage before.
This form is for new boxes that are being entered into storage for the first time.

Customer Name: _____ Dept.: _____

<u>Type of Storage</u>	<u>Cubic Feet / Box Size</u>	<u>Box Count</u>
Non Temperature Controlled	1.2 (CRS)	_____
Non Temperature Controlled	_____	_____
Non Temperature Controlled	_____	_____

Temperature Controlled	0.4 (R)	_____
Temperature Controlled	0.72 (T)	_____
Temperature Controlled	1.2 (CRS)	_____
Temperature Controlled	_____	_____
Total Boxes Received:		

Received by: _____
(Century Records Storage Staff Member)

Date: _____

Released by: _____
(Customer Signature)

Date: _____

(Print name signed above)

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