

# **PENN** RECORDS MANAGEMENT

OFF-SITE STORAGE OF BUSINESS RECORDS



## PICK UP & DELIVERY LOCATIONS

### Central Location

The location in your facility that you normally use for pickup/delivery of files, i.e. mail room, reception area, loading dock, etc.

### Off-Site Location

An alternate site, i.e. residence, additional facility, any address other than the normal central location.

### Desktop Service

A specific location within the building other than the central area, i.e. a department, an employee's desk.

If delivery or pickup services are required at any location other than the standard central location, please notify us of this when you place your order for service. Additional transportation charges will apply.

If our drivers are required to move any material other than the boxes being delivered or picked up, additional labor charges will apply.



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