

Sending New Cartons to Storage

Storage Cartons:

Only boxes intended for records storage & not overpacked will be accepted. Lids must fit securely & in good condition. Handles must face inward.

Call us for barcode labels:

Order enough labels for the boxes you're adding to storage. You may also want to order extra labels for your next shipment.

Placement of barcode labels:

The larger label is placed on the descriptive end of the box. The smaller label is placed on the Transmittal List in the first column.



NEW CARTONS/ FILES Transmittal List

Penn Records Management
Tel: (714) 549-0224 Fax: (714) 549-0765
email: orderdesk@pennrecords.com web: www.pennrecords.com

Please use this form for:
(please check only one type per form)

New Cartons:

New Files:

- Filled in existing cartons in storage

- Filled in new carton to be added to storage

Line	Barcode #	Box ID (Box)	Description	Date / Range (From)	Date / (To)
1					
2					
3					



Complete the transmittal list:

Once you have placed the barcode label on the box, place the corresponding tab on the Transmittal List line. Enter in your own box number (if you are using your own numbering system) and the description of the box in the columns provided.

Call us to pick up your shipment:

Please tell us the quantity of boxes in your shipment, allowing 1-3 days for up to 50 boxes, 3-5 days for larger quantities.

Penn Records Management
3210 S. Standard Avenue
Santa Ana, CA 92705
Tel. (714) 549-0224

email: info@pennrecords.com
web: <http://www.pennrecords.com>
Fax. (714) 549-0765