

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Customer Account # \_\_\_\_\_

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

New Cartons:

New Files:

• Filed in existing cartons in storage

• Filed in new cartons to be added to storage

**NEW CARTONS/FILES  
 TRANSMITTAL LIST**

Line	Barcode #	Alt. ID (Box #)	Description	Date Range (From) or Sequence Range	Date (To)	Destroy Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						