

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 are 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 end of the box with a handle. The smaller label is placed in the first column of the Transmittal Form. If opting to use an excel spreadsheet, enter the number into column B.



NEW CARTONS/ FILES Transmittal List

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

Account Name: _____
 Account #: _____
 Authorized Signature: _____
 Date: _____

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 carton to be added to storage

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



Complete the Transmittal Form:

- Option A: Hard Copy: Enter your information in the corresponding fields.
- Option B: Excel Spreadsheet: Please request a template to follow when creating an electronic transmittal form

Penn Records Management
 Serving Southern California
 Tel. (714) 549-0224

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.

email: info@pennrecords.com
 web: <http://www.pennrecords.com>