

Two Easy Ways To Request Service

- 1. E-mail your request to: orderdesk@pennrecords.com
You will receive a reply confirmation.**

OR

- 2. Call us: 714/549-0224**

Please provide the following information:

Account Number: _____

Name of Company: _____

Requestors Name: _____

Date: _____

Indicate Services Requested:

- Delivery of Boxes identified by Barcode #
- Delivery of Filefolders identified by tab description and barcode of the cartons from which they are to be pulled
- Pickup of Boxes/Filefolders indicating quantity
- Delivery of New Material
- Other Services: Please provide instructions

■ Transmittal forms for sending new or return cartons/filefolders can be downloaded from our Website www.pennrecords.com under Forms

DELIVERY SCHEDULE

- Order before 3:30pm for Next Day Delivery**
- Order before 10am for Same Day Delivery**
- Rush Delivery - Within 3 hrs or same day after 10am**

■ Allow 1-3 days delivery for shipments over 15 boxes. For quantities over 50 boxes, allow for 3-5 days delivery.

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

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