

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 /Range (To)	Destroy Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						