

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

Date \_\_\_\_\_

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

## NEW CARTONS/FILES TRANSMITTAL LIST

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 ☐

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						