

Records Retrieval Requisition

Feel free to use this form to request files or boxes from Data Storage. This can also be used to request return boxes to be picked up from your office. Keep a copy of this form on file for your records in order to audit deliveries or pickups.



7370 E 38th St, Tulsa, OK 74145

918-664-6164

www.datastorageinc.com

Records Retrieval Requisition

Requested By	Ext. / E-mail	Date Requested	
Department	Location	Received (Date/Time)	
TR No. or Customer Box No. and/or File Name	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
	<input type="checkbox"/> Deliver to me	<input type="checkbox"/> Pickup from me	
NEW RECORDS CARTONS QTY.			