

SUGAR HOUSE ARCHIVES & SHRED

DOCUMENT MANAGEMENT & DESTRUCTION

Fax: 466-9412 Phone: 487-0176

www.sugarhousearchives.com

Media Rotation Schedule

Month: _____

Company Name: _____ Account Number: _____

Weekly 1	Media To Deliver	Media To Pickup
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Weekly 2	Media To Deliver	Media To Pickup
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Weekly 3	Media To Deliver	Media To Pickup
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Weekly 4	Media To Deliver	Media To Pickup
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Weekly 5	Media To Deliver	Media To Pickup
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Special Instructions: _____

