SUGAR HOUSE ARCHIVES & SHRED

DOCUMENT MANAGEMENT & DESTRUCTION

Phone: 801-487-0176 • Fax: 801-466-9412 • www.SugarHouseArchives.com

Services Order Form

Company Name: _____ Customer Number _____ Date: _____

Authorized By: _____ Phone Number: _____

What service do you need?: Box Pull Box Pickup File Pull File Pickup Shredding Service Media Service

Transportation?: Archives Deliver Archives Pickup Client Pickup Shred Onsite Shred Pickup Scan On Demand

How soon do you need the service?: _____

Delivery or pickup address?: _____

Number of items to be delivered or picked up?: _____

Do you need more barcode labels?: Yes No

Number of sheets need? (21 Labels per sheets): 1 5 10 15 25 50 75 100

File Number or Name	Box Number	File Number or Name	Box Number

Comments: _____

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