Service Request Fax Form

To request service, please fax this completed form or phone your order.
Online service requests are also available on our EDC Web system at www.greatamericanrecordsmanagement.com.

Fax: (805) 968-0789 **Phone:** (805) 968-1960

Today's Date: _____ Time of Fax/Call: _____ Acct # (office use): _____

Company Name: _____

Delivery/Pick-Up Address: _____

Phone Number: _____ Authorized Name: _____

Regular Delivery □ **Same Day** □ **Rush** □ **After-Hours/Holiday** □

Provide 1 of More of the 3 Fields Below:			Service:
Box # (if any)	RC #	Keywords, Date/Range (optional)	**D**= Delivery **P**=Pickup **W**=Will Call **S**=Scan **F**=Fax

TOTAL NUMBER OF BOXES: _____ TOTAL NUMBER OF FILES: _____

SUPPLIES:
Number of New Empty Size 1 Boxes Needed (Bundled in 25): _____
Number of Box Barcode Labels Needed: _____
Number of File Barcode Labels Needed: _____

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www.greatamericanrecordsmanagement.com