



**WORK ORDER REQUEST FORM**  
 (888) 446-9367  
 FAX COMPLETED FORM TO (301) 846-0279

DATE \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ ACCOUNT NAME \_\_\_\_\_

REQUEST BY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

**SERVICE REQUESTED**

- DELIVERY   
  PICKUP   
  CUSTOMER PICK UP  
 SAME DAY   
  NEXT DAY   
  RUSH (additional charges apply)

BARCODE #	DEPT	BOX #	FILE #	DESCRIPTION	(file retrievals only)	TEMP	PERM

PICK UP: \_\_\_\_\_ NEW BOXES TO BE ADDED TO INVENTORY

PURCHASE \_\_\_\_\_ 1.2 cf BOXES

\_\_\_\_\_ BOXES TO BE RETURNED TO INVENTORY

\_\_\_\_\_ FILES TO BE RETURNED TO INVENTORY

DELIVER: \_\_\_\_\_ BARCODE LABELS