



New Storage Form

Alpha Records Management, Inc.

Phone: 304-255-4131

Fax: 304-255-4156

revised:

7/1/2013

Client:	Dept.:	Bill To:	Date:
Address:		Floor/suite:	RUSH: Y / N
Authorized By:	Contract:	Phone:	Office Use:

#	BARCODE	DESCRIPTION	DATE		RANGE		DESTROY DATE
			From	To	From	To	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Facility Use ONLY:		Locations Shelved:		Verified by:		Data Entry by:	
Number of Boxes:	Form Number	of		To Be Indexed?	YES	NO	
Driver's Signature:			Client's Signature:			Date:	