



# American Archiving & Shredding

## Fax Retrieval / Pickup / Supplies Request Form

**Fax to (973) 867- 3654**

Fax order service is available between  
8:30 am – 5:00 pm, Monday - Friday

Account #: \_\_\_\_\_ Office Open: \_\_\_\_\_ a.m. Office Close: \_\_\_\_\_ p.m. Date: \_\_\_\_\_

Service Elevator Location: \_\_\_\_\_

Service Elevator Open: \_\_\_\_\_ a.m. Service Elevator Close: \_\_\_\_\_ p.m. Time Closed for Lunch: \_\_\_\_\_

Company Name \_\_\_\_\_ Tel # \_\_\_\_\_

Authorized Requestor Name \_\_\_\_\_ Signature \_\_\_\_\_

**Complete this section only if delivery address is different from account opening address.**

Name \_\_\_\_\_ Telephone # \_\_\_\_\_ Ext \_\_\_\_\_

Address \_\_\_\_\_ Cross Streets \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Note: Please Order Same Day, RUSH and Emergency Service by Telephone  
(973) 395-2660 (Verbal Conversation Required) and Fax**

**Order Supplies:**  Storage Boxes \_\_\_\_\_ (multiple of 10)  Barcode Labels \_\_\_\_\_ (multiple of 10)  
**Give us the exact number of boxes and / or barcode labels (i.e 10, 20, 30, 40 .....)**

**Type of Service:**  Delivery Service  Pickup Service  Fax Service  Copying Service  
 Mail Service  Scan Service  Telephone Reference  Shredding Service

**Delivery Service:**  Delivery Date: \_\_\_\_\_  
 Next Business Day (Fax must be received by **4:00 p.m.**)  
 Same Business Day (Fax must be received by **10:00 a.m.**)

**Prepare Customer Information Transmittal Form For New Boxes Prior To Pickup - Must Fax Forms To Us**

**Pickup Service:**  Pickup: No. of Boxes \_\_\_\_\_ No. of Files \_\_\_\_\_ Pickup Date: \_\_\_\_\_  
 Pickup Shredding \_\_\_\_\_ (No. of console bags) \_\_\_\_\_ (No. of boxes)

**Retrieval (Delivery) Details – This Section is Only For Delivery Requests:**

**Must check one box:  Box Retrieval:  File Retrieval:**

Barcode #	Box / File Description and / or File #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Special Instructions: \_\_\_\_\_