AMERICAN ARCHIVING & SHREDDING LLC

New File / Inter-File / Re-File

Inventory Transmittal

Account Name:

Account No.

Authorized Requestor Name:

Dept.

Signature:

W.O. #

Phone No.

Page of

Check Appropriate Box

New File	Inter-File	Description	Box Barcode	√

Re-Files Sent to Storage

File Folder Barcode	√