



Cornerstone RECORDS MANAGEMENT

FAX RETRIEVAL REQUEST

FAX to (818) 833-8336
FAX order service is available between
8:00 am-4:00 pm, Monday-Friday

DATE: _____

CUSTOMER NAME: _____ CUSTOMER #: _____

Complete the following if delivery address is different than your standard service address:

NAME: _____ TELEPHONE #: _____ EXT: _____

ADDRESS : _____

CITY: _____ STATE: _____ ZIP: _____

REQUESTOR NAME: _____ SIGNATURE : _____

EMAIL ADDRESS : _____

NOTE: PLEASE ORDER RUSH SERVICE BY TELEPHONE (818) 367-1771 FOR IMMEDIATE CONFIRMATION

Service Requested:

- Same Day Service (FAX MUST BE RECEIVED PRIOR TO 10:00 AM)
- Next Day Standard Service (FAX MUST BE RECEIVED PRIOR TO 1:00 PM)
- Next Day Service (FAX MUST BE RECEIVED BETWEEN 1:00 PM AND 4:00 PM)
- Rush Service (MUST CALL IN)
- Scan-On-Demand Service
- Fax Service
- Mail Service

Please retrieve the following cartons: Box # _____

BAR CODE	BOX DESCRIPTION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Please retrieve the following files: Box # _____

BAR CODE #	FILE ID #	FILE DESCRIPTION
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

SPECIAL INSTRUCTIONS : _____

FOR CORNERSTONE RECORDS MANAGEMENT CONFIRMATION

SERVICE ORDER #	FAX RECEIVED BY	DATE	TIME
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