



THE DATA SECURITY PROFESSIONALS

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Houston, TX 77043  
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# Customer Order Form

## Company Information

Company Name		Account Number			
Contact	eMail Address		Phone	Fax	
Delivery Address		Suite	City	State	Zip

## Service (only check one service below per form)

Date of Order / /	Time of Order AM/PM	<input type="checkbox"/> Access	View Date & Time	AM/PM	<input type="checkbox"/> Destruction
Check One <input type="checkbox"/> Pickup <input type="checkbox"/> New <input type="checkbox"/> Refile <input type="checkbox"/> Delivery <input type="checkbox"/> Permout			Pickup/Delivery Information File(s) _____ Cartons _____ Size _____ <input type="checkbox"/> Loading Dock <input type="checkbox"/> On Pallets		

**Note:** For Collections, verify that the transmittal for new cartons will be available to the courier at the time of Pickup

## File & Carton Information

#	File Carton	Bar Code	Alternate ID	Description	Requested By & Dept.
1	<input type="checkbox"/> F <input type="checkbox"/> C				
2	<input type="checkbox"/> F <input type="checkbox"/> C				
3	<input type="checkbox"/> F <input type="checkbox"/> C				
4	<input type="checkbox"/> F <input type="checkbox"/> C				
5	<input type="checkbox"/> F <input type="checkbox"/> C				
6	<input type="checkbox"/> F <input type="checkbox"/> C				
7	<input type="checkbox"/> F <input type="checkbox"/> C				
8	<input type="checkbox"/> F <input type="checkbox"/> C				
9	<input type="checkbox"/> F <input type="checkbox"/> C				
10	<input type="checkbox"/> F <input type="checkbox"/> C				

## Priority

<input type="checkbox"/> <b>Standard</b> - Up to 50 Cartons . Orders before 10AM, delivered same day by 5PM. Orders before 3PM delivered next day by 12 Noon.
<input type="checkbox"/> <b>Priority</b> - Up to 50 cartons. Delivered within 2 hours.
<input type="checkbox"/> <b>Custom</b> - contractual basis <b>ONLY</b> . For Emergencies, after hours, weekends, special projects <b>ONLY</b> .
<b>Description:</b>

## Supplies

<input type="checkbox"/> <b>Cartons</b> Quantity _____ Size: <input type="checkbox"/> 1.2 Cubic Feet	<input type="checkbox"/> <b>Bar Code Labels</b> Quantity: _____ sheets of 16
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## Special Instructions

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## Customer Authorization

Name (printed)	Signature
Title (printed)	