

DATA VAULT CUSTOMER,

***PLEASE COMPLETE THIS FORM FOR ITEMS
BEING SENT TO THE DATA VAULT THAT DO
NOT HAVE A DATA VAULT BARCODE
AFFIXED. THANK YOU!***

ACCOUNT # _____

THE ATTACHED/ENCLOSED

_____ DOCUMENT

_____ SUBFILE

TITLED _____

SHOULD BE PLACED IN FILE _____

WHICH IS IN BOX _____

For Data Vault Use:

Work Order # _____

Date _____