

# The Back Office

## Service Request Form

1211 N. Laurent ∞ Victoria, TX 77901

Phone: 361-579-9058 ∞ Fax: 361-575-6683

Please submit your request to our office by 3:00 p.m. for next day pick up or delivery. Your documents will be ready by 8:00 a.m. by the following day. For box pulls of more than 25 boxes, please give 2 ½ hour notice.

Customer/Account Name:					
Person Requesting Service:				Phone No.	
Today's Date:		Time:		By:	<b>sac</b>

**Service Requested: (Check all that apply)**

<input type="checkbox"/>	Pull Box/X-Ray(s)	<input type="checkbox"/>	Pull Chart/File(s)	<input type="checkbox"/>	Pick up New Boxes for Storage
<input type="checkbox"/>	Return Box/X-Ray(s)	<input type="checkbox"/>	Return Chart/File(s)	<input type="checkbox"/>	Pick up Boxes for Return
<input type="checkbox"/>	Deliver Box/X-Ray(s)	<input type="checkbox"/>	Deliver Chart(s)	<input type="checkbox"/>	Bar Codes <input type="checkbox"/> # of sheets
<input type="checkbox"/>	Shred Bin Switch Out	<input type="checkbox"/>	Pick up Boxes for Shred	<input type="checkbox"/>	# boxes
<input type="checkbox"/>	Deliver Clean-Out Container(s)	<input type="checkbox"/>	#	<input type="checkbox"/>	Pick up Clean-Out Container(s) <input type="checkbox"/> #
Container Size: <input type="checkbox"/> Designer <input type="checkbox"/> 32 Gal. <input type="checkbox"/> 64 Gal. <input type="checkbox"/> 96 Gal.					
<input type="checkbox"/>	Purchase New Storage Boxes	<input type="checkbox"/>	# boxes	<input type="checkbox"/>	# of lids

**Other or Special Instructions:**

**First available is ok**

Pick Up Date:  **Rush:**  **Yes**  **No** Pick Up Time:

	<u>Box/X-Ray/Chart No.</u>	<u>Name/File Description</u>
1		
2		
3		
4		
5		
6		