



Archives, Inc.
 1388 Adams Ave.
 Philadelphia, PA 19124

Transmittal Sheet

(215) 338-3100
 (800) 633-1487
 Fax: (215) 333-4884

Records Management * Custom Archiving * Same Day * Personal Service

Transmitter: _____

Date: _____

Order to Pickup _____ Boxes

	Box #	Dept/Atty	Client #	Matter#	From	To
1						
2						
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33						
34						
35	# Boxes To Destroy _____					

Driver Signature

Name (Please Print)

Date

Keeping Records Straight