R4 SERVICES, INC.
RECORDS MANAGEMENT COMPANY

DESTRUCTION AUTHORIZATION

1301 W. 35th Street • Chicago, Illinois 60609 • Email: orders@R4services.com • 312/922-4000 • Fax: 312/922-4020 • www.R4services.com

R4 Client Name: _____

R4 Account Number: _____ R4 *Department:* _____

I hereby authorize R4 Services, Inc. to destroy the records described below. Destruction to be completed and verified by R4 Services, Inc. by this date, _____. ❑ *Please include a videotape of the destruction.* ❑ *I would like to witness the destruction. Please notify me of the time in advance.*

SIGNATURE: _____ *PHONE #:* _____ *DATE:* _____

Box Barcode	Review Date	Description