(Must be accompanied by a records request.)

R4 SERVICES, INC.
RECORDS MANAGEMENT COMPANY

FILES RETURNING TO STORAGE

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:* _____

(Please check one)

Box Barcode	File Barcode	New	Returning	File Name

*Signature:*_____ Phone #:_____ Date:_____ Page #:_____