



Records Management

Phone: 416.461.6133
Fax: 416.461.3944
Website: www.tippets.ca

REQUEST FOR TIPPETS RECORDS CENTRE

ACCOUNT NUMBER: Date: Time:

COMPANY NAME:

SECURITY CODE:

NAME:

PHONE NUMBER:

For rush or courier retrievals please contact our office at 416.461.6133

BOX OR FILE RETRIEVAL

All fax/email orders are processed for standard, next day delivery

Table with 3 columns: ACCESSION#, CUSTOMER BOX#, FILE DESCRIPTION. Multiple empty rows for data entry.

ADDITIONAL REQUESTS

PICK UP NEW CARTONS: (Number of boxes)

PICK UP REFILE FILES: (Number of envelopes)

PICK UP REFILE CARTONS: (Number of boxes)

CARTON STOCK (Number of bundles - 20 boxes per bundle)

BARCODE LABELS (Number of pages - 21 labels per page)

Would you like the barcodes mailed or delivered? (Standard transportation charge will apply to delivery)

Please fax or email this completed form to Tippets to place your order.

416.461.3944

request@tippets.ca