AVERY ARCHIVES
Records Management Specialists

Work Order Request

Avery Archives, Inc. 2797 Ryan Street Lake Charles, LA 70601 Tel: 337-491-9522 Fax: 337-491-9585

Account Name_____ Account No._____

Contact Name_____ Dept._____

Priority Service_____ Date____/____/_____

CSR_____ Time_____am____pm_____

Bar Code No.	Box Description	Requested By

Container Delivery____ File Delivery____ Stan. Boxes_____ Bar Codes_____