AVERY ARCHIVES
RECORDS MANAGEMENT SPECIALISTS

Work Order Request

Avery Archives, Inc. 1155 E. McNeese St. Lake Charles, LA 70607 Tel: 337-491-9522 Fax: 337-513-4705

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_____