



**EXAMPLE OF BOX WORKSHEET WE USE TO ENTER CLIENT INFORMATION INTO OUR DATA BASE**

Name : \_\_\_\_\_  
 Verified by : \_\_\_\_\_  
 Job (one job per form) : \_\_\_\_\_  
 Date : \_\_\_\_\_ Time : \_\_\_\_\_ to \_\_\_\_\_

Client: \_\_\_\_\_  
 Level 1 : \_\_\_\_\_ Level 2 : \_\_\_\_\_  
 Total of Boxes : \_\_\_\_\_  
 New Boxes Used : \_\_\_\_\_

**WE ASSIGN TO THE**

DocuTeam Barcode	Alternate Code	Description (three key words) Add'l words charged at .25 per word	Category Code	Sequence Begin	Sequence End	From Date	To Date	Destruction Date
<b>THIS IS THE BARCODE WE ASSIGN TO THE BOX</b>	1	<i>Employee Files</i>	<i>HR</i>	<i>A</i>	<i>D</i>	<i>1/1/2006</i>	<i>12/31/2006</i>	<i>12/31/2013</i>

This is an example of a box worksheet we use to enter client information into our database. The columns on this form match the fields we use. Please use it as a guide to label your boxes. It is recommended that you use at least two fields of information. The "alternate code" field is used for the customer's own unique alpha or numeric filing system such as box number 1,2,3 or A,B,C. You cannot duplicate number or letter sequencing in this field.