



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
THIS IS THE BARCODE WE ASSIGN TO THE BOX	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.