

Workorder #: \_\_\_\_\_

Name : \_\_\_\_\_

Client: \_\_\_\_\_

Verified by : \_\_\_\_\_

Level 1 : \_\_\_\_\_ Level 2 : \_\_\_\_\_

Job (one job per form) : \_\_\_\_\_

Total of Boxes : \_\_\_\_\_

Date : \_\_\_\_\_ Time : \_\_\_\_\_ to \_\_\_\_\_

New Boxes Used : \_\_\_\_\_

DocuTeam Barcode	Alternate Code	Description (three key words) <small>Additional words charged at .25 per word</small>	Category Code	Sequence Begin	Sequence End	From Date	To Date	Destruction Date

The columns on this form match the fields we use in our database. Please use it as a guide when labeling 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.