EAST BANK RECORDS MANAGEMENT

1200 W. 35TH STREET CHICAGO, IL 60609
773-843-9900 EASTBANKRECORDS.COM

PLEASE SELECT ONE

☐ DELIVERY
☐ PICK-UP
☐ NEW INVENTORY

BOX REQUEST FORM

PLEASE FILL OUT AND FAX TO 773-247-3732

ACCOUNT NAME: _____

ORDERED BY: _____ PHONE: _____

ADDRESS: _____ SUITE: _____

CITY, STATE, ZIP: _____

DELIVERY/PICK-UP SERVICE TYPE
*ADDITIONAL CHARGES APPLY

NUMBER OF NEW CARTONS PURCHASED _____

☐ **STANDARD DELIVERY:** COMPLETED NEXT BUSINESS DAY BY 5 PM

☐ **RUSH DELIVERY*:** ORDERS PLACED PRIOR TO 11AM COMPLETED BY 5PM SAME BUSINESS DAY
ORDERS PLACED AFTER 11AM COMPLETED BY NOON FOLLOWING BUSINESS DAY

☐ **PRIORITY EXPRESS*:** REQUESTS RECEIVED BY 1PM COMPLETED WITHIN 2 HOURS OF THE SAME BUSINESS DAY

PLEASE DELIVER/PICK-UP THE BOXES LISTED BELOW VIA THE TYPE OF SERVICE DESIGNATED

	EAST BANK ID CODE	CUSTOMER ID		EAST BANK ID CODE	CUSTOMER ID
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

PLEASE ADD THE BOXES LISTED BELOW TO OUR ACCOUNT INVENTORY

	CUSTOMER ID	CUSTOMER ID		CUSTOMER ID	CUSTOMER ID
1			6		
2			7		
3			8		
4			9		
5			10		

PLEASE KEEP A COPY OF THIS REQUEST FOR YOUR RECORDS

AUTHORIZED SIGNATURE _____ PRINT NAME _____ DATE _____