

# DELIVERY AND PICK-UP REQUEST

Please Fill Out and Return by Fax to (773) 247-3732

**EAST BANK STORAGE – RECORDS MANAGEMENT**  
 1200 W. 35<sup>TH</sup> STREET  
 CHICAGO, IL 60609  
 Phone: (773) 247-3000

DELIVERY  
 PICK – UP  
*(please check one)*  
 NEW INVENTORY

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

Ordered By: \_\_\_\_\_ Phone: \_\_\_\_\_

Delivery / Pickup Address: \_\_\_\_\_

**DELIVERY / PICK – UP SERVICE TYPE**

**UNLESS OTHERWISE SPECIFIED ALL ORDERS WILL BE PROCESSED STANDARD DELIVERY.**  
 STANDARD DELIVERY COMPLETED NEXT DAY BY 5:00 P.M

\_\_\_\_\_ **\*RUSH DELIVERY:** Orders placed prior to 11:00 a.m. completed by 5:00 p.m. same day. After 11:00 a.m. by Noon next business day.

\_\_\_\_\_ **\*PRIORITY EXPRESS:** Requests received by 1:00 p.m. completed within 2 hours

**\* ADDITIONAL CHARGES APPLY**

**PLEASE SEND/ 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			6		
2			7		
3			8		
4			9		
5			10		

**PLEASE ADD THE BOXES LISTED BELOW TO OUR ACCOUNT INVENTORY**

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

I am purchasing \_\_\_\_\_ New (empty) Cartons

Please keep a copy of this request for your records

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**East Bank Storage Office Use Only**

Entered	Un-Shelved	Delivered	Picked – Up	Re-Shelved	Entered