



BUSINESS RECORDS CENTER

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- Records Storage
- Courier Service
- Inventory Reports
- Storage Supplies
- Document Destruction
- Record Management Consultation
- Fireproof Vault Storage

CONFIDENTIAL INVENTORY CONTROL SHEET

CLIENT NAME _____

DATE REC'D _____

INVOICE # _____

REC'D BY _____

ACCOUNT # _____

PAGE _____ OF _____

LOCATION OFFICE USE ONLY LOCATION OFFICE USE ONLY

Client Carton No.	Description	Destruction Date	Carton Type	LOCATION OFFICE USE ONLY						System Box #
				Floor	Aisle	Section	Shelf	Space		