



City Centre Archives Ltd.
 1020 Pond Mills Road, London, Ontario N6N 1A2
 Tel: 519.451.3486 Fax: 519.488.9380
 Email: offsite@citycentearchives.ca

Service Request Form

Company No. _____

Date _____

Company Name: _____

Requested by: _____

Telephone # _____ ext. _____

Delivery Instructions

- RUSH** (Drop everything & run. 90 min. max)
Please Call City Centre to confirm your rush order
- Same-day (Must call before noon)
- Next-day (Next scheduled delivery tomorrow)

(R) Please return to warehouse
(D) Please deliver to my office



City Centre Box Barcode #	Unit	<input checked="" type="checkbox"/>	File Description Only	R or D
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		
	Box	<input type="checkbox"/>		
	File	<input type="checkbox"/>		

Other Instructions

Please Bring Me	Total # Required
The Ultimate Record Box (sets of 15's)	
New Barcodes- 21/sheet	

If there is a question regarding this fax, please call 519-451-3486