Fireproof Records Center
PO Box 1150
Grove City, OH 43123 Phone: (614) 299-2121 Fax: (614) 299-7943

☐ **Boxes**
☐ **Files**

Page: of

Customer:

Account Number:

Address:

Instructions:

Business Records / Hard Copy Inventory Control
REFILES

Description	Existing File	New File	Box Number	Records Center use Only

Authorized By:

Dept:

Pick-up Date

Received By: Fireproof Records Center