Fireproof Records Center
P.O. Box 8040
Columbus, Ohio 43201 Phone: (614) 299-2121 Fax: (614) 299-7943

☐ **Boxes** _____**Total**

☐ **Files** _____**Total**

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:

Signature

Received By: Fireproof Records Center

Signature