

Account #: \_\_\_\_\_

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

	Media Type	Media Name / Number	FIREPROOF I.D. #	Future Return Date	Case / Box # Item to be filed into	Drivers Verification
1				____/____/____		
2				____/____/____		
3				____/____/____		
4				____/____/____		
5				____/____/____		
6				____/____/____		
7				____/____/____		
8				____/____/____		
9				____/____/____		
10				____/____/____		
11				____/____/____		
12				____/____/____		
13				____/____/____		
14				____/____/____		
15				____/____/____		
16				____/____/____		
17				____/____/____		
18				____/____/____		
19				____/____/____		
20				____/____/____		

**Deposit / Withdrawal of Media**

Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Driver: \_\_\_\_\_ Date: \_\_\_\_\_

This form is used for the Transfer of Offsite Media.

**Please print three copies to ensure a quality audit trail.**

1st Copy - FRC audit trail HC backup / future return

2cd Copy - FRC copy / attach with service order

3rd Copy - Customer copy / receipt of media sent offsite