

## Three Easy Ways To Request Service

1. Call Us: 714/549-0224
2. Fax Us: 714/549-0765
3. E-mail Us: [orderdesk@pennrecords.com](mailto:orderdesk@pennrecords.com)

Please provide the following information:

Account Number: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Requestors Name: \_\_\_\_\_

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

Indicate Services Requested:

- Delivery of Boxes identified by Barcode #
- Delivery of Filefolders identified by tab description and barcode of the cartons from which they are to be pulled
- Pickup of Boxes/Filefolders indicating quantity
- Delivery of New Material
- Other Services: Please provide instructions
- Transmittal forms for sending new or return cartons/filefolders can be downloaded from our Website [www.pennrecords.com](http://www.pennrecords.com) under Forms

DELIVERY SCHEDULE

- Order before 3:30pm for Next Day Delivery
- Order before 10am for Same Day Delivery
- Rush Delivery – Within 3 hrs or same day after 10am

■ Allow 1-3 days delivery for shipments over 15 boxes. For quantities over 50 boxes, allow for 3-5 days delivery.

**Penn Records Management**  
3210 S. Standard Avenue  
Santa Ana, CA 92705  
Tel. (714) 549-0224

email. [info@pennrecords.com](mailto:info@pennrecords.com)  
web. <http://www.pennrecords.com>  
Fax. (714) 549-0765