

New Boxes for Storage

1. Barcodes should be affixed to the front of the box, in the bottom right hand corner. Barcodes for boxes are 4-1/4" x 1-1/2".
2. Any information written on the front of the box should be written clearly.
3. Fill out the New Storage Form as completely as possible for each box. This can be completed in pen or in an Excel spreadsheet. This information will be entered into our database and used for subsequent retrievals, if needed.
4. Please fax the completed New Storage Forms to our office at 706-317-5086. We will then schedule a pick up. You may also email us an Excel spreadsheet (preferred method) with all of the information. Please use the column headings as they are listed on the New Storage Form. Only one barcode/box per line. (See example attached)
5. Compare the number of boxes shown on the New Storage Form to the actual number of boxes to insure that they agree.
6. Only list NEW boxes going into Off-Site storage on the New Storage Form, or the Excel spreadsheet.
7. Please call our office at 706-317-4716 with any questions.

Office: 706-317-4716

Fax: 706-317-5086

Email: Jaime@rivermill.net

New CD's for Storage

1. Each CD should have a barcode on the middle right side of the face of the CD. Please do not cover up any information with the barcode. Barcodes for CD's are 1-3/4" x 1/2".
2. Fill out the New Storage Form as completely as possible for each CD. This can be completed in pen or in an Excel spreadsheet. This information will be entered into our database and used for subsequent retrievals, if needed.
3. Please fax the completed New Storage Forms to our office at 706-317-5086. We will then schedule a pick up. You may also email us an Excel spreadsheet (preferred method) with all of the information. Please use the column headings as they are listed on the New Storage Form. Only one barcode/CD per line. (See example attached)
4. Compare the number of CD's shown on the New Storage Form to the actual number of CD's to insure that they agree.
5. Only list NEW CD's going into Off-Site storage on the New Storage Form, or the Excel spreadsheet.
6. Please call our office at 706-317-4716 with any questions.

Office: 706-317-4716

Fax: 706-317-5086

Email: carrie-ann@rivermill.net

**RIVER MILL
DATA MANAGEMENT**

**NEW STORAGE FORM
EXAMPLE**

Telephone 706-317-4716

Fax 706-317-5086

Account	
Address	
Authorized By	

Contact		Rush	Y / N
		Telephone	

Item #	Barcode	Customer Box #	File # Range		Date		Destroy	Description
			From	To	From	To		
Ex 1	9172	5	1015	6943	01/01/70	12/31/70	06/30/00	Accounts Payable
Ex 2	9173	6	6944	9999	01/01/70	12/31/70	06/30/00	Accounts Payable
3								
4								
5	Barcode: After you place our barcode on your box, enter that barcode number in the Barcode column.							
6								
7	Customer Box #: If you have your boxes numbered, enter that number in the Customer Box # column.							
8								
9	File # Range: Enter the beginning and ending file numbers for each box in the appropriate From and To columns. Can also be alphabetical From and To.							
10								
11	Date: Enter the beginning and ending dates for each box in the appropriate From and To columns.							
12								
13	Destroy: If this box needs to be destroyed after a certain date, enter that date in the Destroy column.							
14								
15	Description: Enter a brief description of the contents of each box.							
16								
17	NOTE: The above descriptions are to be used only if applicable to your business. If you need something different from the above column headings, please contact us. We can customize these categories to meet your needs.							
18								
19								
20								

Number of boxes

New Storage Form ____ of ____

Driver's Signature

Client's Signature

Date

Date