



## **LOOSE FILEFOLDER/DOCUMENT – Pick up Form**

Attach one form to each NEW loose filefolder or document being sent to storage. Complete and attach before the BRM driver arrives. Driver cannot pick up your loose filing if this form is not completed and attached to the item.

**Account #/Department** \_\_\_\_\_  
**Sender Name** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_  
**E-mail** \_\_\_\_\_

<b>1.</b>	<b>New File Barcode Number</b> _____
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*(BRM will barcode the filefolder if it does not contain one upon arrival at BRM)*

<b>2.</b>	<b>File Description.</b> To be entered in BRM Database. Only use those fields that apply.
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**Description** \_\_\_\_\_  
**Alternate ID** \_\_\_\_\_  
**Additional Field Option** \_\_\_\_\_  
**-OR-**

<b>2a</b>	<b>Document Description</b> _____
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**Alternate ID** \_\_\_\_\_  
**Additional Field Option** \_\_\_\_\_

<b>3.</b>	<b>Parent Container or Filefolder Barcode Number</b> _____
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**Parent File Description** \_\_\_\_\_  
*(Only if parent does not have a BRM Barcode)*