



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 _____

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

2.	File Description. To be entered in BRM Database. Only use those fields that apply.
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Description _____
Alternate ID _____
Additional Field Option _____
-OR-

2a	Document Description _____
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Alternate ID _____
Additional Field Option _____

3.	Parent Container or Filefolder Barcode Number _____
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Parent File Description _____
(Only if parent does not have a BRM Barcode)