

## Retrieval request

### Retrieval service required:

- 60 minute, URGENT
- Same day, requested before 11am
- Next day
- Same week
- Next week
- Specify date \_\_\_\_\_

Today's date: \_\_\_\_\_

Company name: \_\_\_\_\_

Department: \_\_\_\_\_

Requested by: \_\_\_\_\_

	Box code	File Code	Other reference
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### Other services required

- Files to be collected, indicate number \_\_\_\_\_
- Boxes to be collected, indicate number \_\_\_\_\_
- Barcodes, indicate number required \_\_\_\_\_
- New boxes required, indicate number \_\_\_\_\_
- Confidential destruction bins, indicate number required \_\_\_\_\_
- Pack & wrap, specify items \_\_\_\_\_

Email to [retrieval@INFOstor.com.au](mailto:retrieval@INFOstor.com.au) or fax to (07) 4638 5118

131 North St, Toowoomba QLD 4350

Phone: 07 4632 2655

[www.INFOstor.com.au](http://www.INFOstor.com.au)