

1	Place transmittal NUMBER here	Alpha/Numeric Range- From						Alpha/Numeric Range- To						Date Range/ From			Date Range/To		
Container Description												Destroy Date							
												MM	DD	YY					
2	Place transmittal NUMBER here	Alpha/Numeric Range- From						Alpha/Numeric Range- To						Date Range/ From			Date Range/To		
Container Description												Destroy Date							
												MM	DD	YY					
3	Place transmittal NUMBER here	Alpha/Numeric Range- From						Alpha/Numeric Range- To						Date Range/ From			Date Range/To		
Container Description												Destroy Date							
												MM	DD	YY					
4	Place transmittal NUMBER here	Alpha/Numeric Range- From						Alpha/Numeric Range- To						Date Range/ From			Date Range/To		
Container Description												Destroy Date							
												MM	DD	YY					
5	Place transmittal NUMBER here	Alpha/Numeric Range- From						Alpha/Numeric Range- To						Date Range/ From			Date Range/To		
Container Description												Destroy Date							
												MM	DD	YY					

CUSTOMER ID				COMPLETED BY, PLEASE PRINT				DATE		TELEPHONE NUMBER WITH EXTENTION			
CUSTOMER NAME				DEPARTMENT				PROVIDE ORIGINAL FORM TO ALLIED RECORD CENTRE. PHOTO COPY THIS ORIGINAL AND RETAIN FOR YOUR RECORDS.					

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