

CROWN

INFORMATION MANAGEMENT

REQUEST FOR SERVICE

This Request For Service form can be submitted via:
FAX 800-294-3801 or EMAIL Amy@CrownShredding.com

Today's Date ____/____/____

Company Name _____

Requestor's Name _____

Account Number _____

Phone Number _____

ALL information on pages 1-2 of this form must be completed and submitted to process your request. All RUSH retrievals must be placed by phone or submitted by login to your company's on-line portal. For questions, please call 800-979-9545.

Please Check the Appropriate Service:

____ Pick Up - Return To Storage

____ Pick Up - New Storage

____ Next Day Retrieval & Delivery

____ Bar Code Labels Needed (number of labels needed) _____

____ New Storage Boxes Needed (number of new boxes needed) _____

