



BRM's University of Pittsburgh

## RETRIEVING AND RETURNING FILES & DOCUMENTS FORM

### DEPARTMENT INFORMATION

Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# of Items	Barcode: Box/File/Doc #	Description of filefolder or document to be retrieved and returned to your office (be as specific as possible)
1		
2		
3		
4		
5		
6		
7		
8		

\* For all file/document returns, you only need to list the barcode number of the item(s) you are returning to BRM.

Total Quantity of Items for Retrieval on This Page \_\_\_\_\_

Total Quantity of Items for Return on This Page \_\_\_\_\_

Signature \_\_\_\_\_ Passcode \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

FAX this form to BRM 412-321-0305 or email it to [custsvc@businessrecords.com](mailto:custsvc@businessrecords.com). Please be certain to retain a copy of this form for your records.

Please choose service level (check one):

- Requests received by 10:00 am today will be serviced the same business day by 5:00 pm
- Requests received by 3:00 pm today will be serviced the next business day by noon
- Requests received after 3:00 pm today will be serviced the second business day by noon
- Rush/Priority Delivery (verbal confirmation also required, call BRM's Customer Service at 412-321-0505)