



BRM's University of Pittsburgh

SUPPLY ORDER FORM

DEPARTMENT INFORMATION

Date: _____ **Requestor Name:** _____ **Account Number:** _____

Phone Number: _____ **Fax Number:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

LABELS*		
Type	Size	Quantity
White barcode labels	21 per sheet	
Green or Yellow barcode labels (specify color)	21 per sheet	
Destruction barcode labels (orange stickers)	21 per sheet	
Filefolder barcode labels (for file-level departments only)	63 per sheet	

* The standard barcode labels are white (for paper storage). If you require green (environmental) or yellow (file labels), please be certain to specify that on the designated line above.

BOXES - minimum box purchase is 10 (increments of 5 thereafter) please note that prices listed are current for the 2009 year only		
Type	Size	Quantity
1.2 cubic ft brown box (standard) \$1.00 each	13"W x 10¾"H x 16½" D	
1.2 cubic ft white box \$1.85 each	13"W x 10¾"H x 16½" D	
1.8 cubic ft legal box \$1.65 each	13¼"W x 12¾"H x 16¾"D	
3.0 cubic ft large legal box \$2.50 each	16¼"W x 10 5/8"H x 25½"D	
2.4 cubic ft large letter box \$2.10 each	13¼"W x 10½"H x 25½"D	
1.2 cubic ft check carton \$1.75 each	10"W x 4½"H x 25¼"D	
1.2 cubic ft drawing tube \$2.10 each	3¼"D x 37½"L	
1.8 cubic ft X-ray carton \$1.75 each	7¼"D x 20½"H x 16"D	
1.8 cubic ft flat drawing carton \$4.95 each	27¾"W x 37½"H x 2½"D	
1.2 cubic ft microfiche carton \$2.15 each	8¾"W x 5¾"H x 16¾"D	

OTHER (please list other supply requests below)		
Type	Size	Quantity

Signature _____ **Passcode** _____

Page _____ **of** _____

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