



- DELIVERY
- PICK-UP
- NEW INVENTORY

1200 W. 35th St. Chicago, IL 60609
 (773)843-9900 Fax (773)247-3732 EASTBANKRECORDS.COM

SERVICE REQUEST

Account Name: _____ Ordered by: _____

Address: _____ Ste: _____

City, State, Zip: _____ Phone: _____

DELIVERY/PICK-UP *NOTE: For rush/priority express delivery, additional charges apply.*

<input type="checkbox"/>	STANDARD: Completed by next bussiness day by 5pm.
<input type="checkbox"/>	RUSH: Request placed <i>prior to 11am</i> , will be completed by 5pm same business day. Orders placed <i>after 11am</i> will be completed by noon following business day.
<input type="checkbox"/>	PRIORITY EXPRESS: Requests <u>received by 1pm</u> , will be completed within 2 hours of submitting request.
New boxes to be purchased. (Standard letter size 10x12x15) _____	

	EBR BAR CODE	ALTERNATE CODE		EBR BAR CODE	ALTERNATE CODE
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
12			27		
13			28		
14			29		
15			30		

NOTE: FOR NEW INVENTORY - Please provide description on each container. Limit of 12 characters including spaces.

Authorized Signature

Print

Date