



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



RECYCLE
SHREDDING

RECORD DESTRUCTION REQUEST

Account name: _____ Ordered by: _____

Address: _____ Ste: _____

City, State, Zip: _____ Phone: _____

	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: If additional line items are needed please attach a list of the inventory that is to be recycled/shredded as an attachment or email to service@eastbankrecords.com.

TWO SIGNATURES ARE REQUIRED TO ORDER RECORDS DESTRUCTION

Authorized Signature

Print

Date

Authorized Signature

Print

Date