



Guidelines:

- Box retrieval is limited to twice a month, the first and third Tuesday of the month.
- Box retrieval requests must be submitted at least one week in advance.
- We are limited to 10 boxes per pull due to limitations of shipping containers.

Investigator _____ Phone # _____

Project ID _____ Date _____
(for billing purposes)

Contact Name _____ Phone # _____

Delivery Location _____

Authorized by _____

Retrieval Date Requested Month _____ Date (Tuesday) _____

Box numbers to be pulled (Maximum 10 boxes per transport):

<i>Repository Use Only</i>	
Date Pulled: _____	# of Boxes: _____
Pulled by: _____	Received By: _____