



Advanced Records Management Inc.

INFORMATION MANAGEMENT SOLUTIONS • STORAGE/RETRIEVAL
CERTIFIED DESTRUCTION OF PAPER & PRODUCT • MEDIA VAULT/ROTATION
IMAGING/SCANNING • CARTONS • DISASTER RECOVERY • SECURITY BIN

MASTER INVENTORY SHEET

(323) 727-7277 Fax: (323) 727-7070

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Page: _____ of _____

Account Name: _____ Dept. # or Cost Center _____
 Prepared By: _____ Phone #: _____ Date: _____

Line No.	ARM Bar-Code#	Client Box # (if applicable)	Sequence		Date Range		Destroy Date		Description Max 50 Characters
			Begin	End	Begin	End	MM	YY	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Picked up by: _____ Date: _____ Work Order #: _____ Entered By: _____ Date: _____