



**WILLIAMS RECORDS MANAGEMENT**  
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# CONTAINER INFORMATION TRANSMITTAL

PLEASE PRINT CLEARLY

ACCOUNT NAME				WRM W/O #	DATE	-	-						PAGE	OF
ACCOUNT NUMBER				CONTACT NAME & PHONE NUMBER										
1	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
2	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
3	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
4	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
5	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
6	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
7	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							
8	CONTAINER CODE			ALTERNATE ID			DESCRIPTION							
	DATE (FROM)	DATE (TO)	LEVEL 2 (DEPT)	DESTROY (MM/DD/CCYY)	CATEGORY CODE	SEQUENCE (FROM)	SEQUENCE (TO)							

PLEASE SEND WITH CARTONS • PLEASE MAKE COPIES FOR YOUR RECORDS