



**HARRIS COUNTY DEPARTMENT OF EDUCATION
RECORDS MANAGEMENT SERVICES COOPERATIVE
Client Service Request Form**

Order Type Normal (Regular) Emergency (Rush) Work Order # _____

Client Name:	Date:
Requested by : Department:	Contact Name: Department:
Address:	Delivery / Pickup Address:
Phone No. : Email:	Phone No. : Email:
Special Instructions:	

<input type="checkbox"/> New material <input type="checkbox"/> Return material <input type="checkbox"/> Destruction <input type="checkbox"/> Scanning <input type="checkbox"/> Request material <input type="checkbox"/> Request a fax / email <input type="checkbox"/> Box purchase	Description	Quantity
	New boxes	
	Entire box	
	Individual File (re-files)	
	Interfiles (new to file)	
	Boxes for scanning	

Retrieval Request

Client Box No.	Range By: Date-Alpha-Numeric	Contents Record Name	HCDE Barcode

Box Purchase/BIN Services

Standard 12" X 10" X 15" boxes		# of Bundles	
25 per bundle			
Barcode Labels 15 per sheet		#of labels	
64 Gallon	Pick up	Deliver	# of Bins
95 Gallon			

**In an effort to serve you better, please send all requests to csd@hcde-texas.org.
Phone ☎ (713) 694-9022 * Fax 📠 (713) 694-9242**

