



Business Records Management, Inc.

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Date / Time	ALL EMERGENCY / STAT REQUEST, PLEASE CALL OFFICE		
Account #	Account Name		
Requestor Name	Request Date / Time		
Phone #			

Records Retrieval Form

BRM Standard Business Hours: Mon – Fri 8:30am – 5:00pm

	Document Name / Description	Numerical Identifier	Date	BRM Container Barcode	Delivery Type	BRM Location Code (BRM Use Only)
1					COURIER DELIVERY ELECTRONIC DELIVERY	
2					COURIER DELIVERY ELECTRONIC DELIVERY	
3					COURIER DELIVERY ELECTRONIC DELIVERY	
4					COURIER DELIVERY ELECTRONIC DELIVERY	
5					COURIER DELIVERY ELECTRONIC DELIVERY	
6					COURIER DELIVERY ELECTRONIC DELIVERY	
7					COURIER DELIVERY ELECTRONIC DELIVERY	
8					COURIER DELIVERY ELECTRONIC DELIVERY	
9					COURIER DELIVERY ELECTRONIC DELIVERY	
10					COURIER DELIVERY ELECTRONIC DELIVERY	

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