

- Instructions:**
- 1) Complete one form for each box.
 - 2) Cut or fold form on dotted line below.

- 3) Securely attach completed form to the outside of the box on the end.
- 4) Call warehouse staff at x8178 to arrange pickup.

This form is to be used to transfer boxed materials from site-to-site and to the Warehouse.
Warehouse staff will only pick up boxed items with this form attached for transfer of items. Thank you!



Transfer Form



TO: *Person's name and Site/Department* _____

FROM: *Person's name and Site/Department* _____

ITEMS ENCLOSED: _____

Deliver by (Date): _____

Box packed by: _____ **Box** _____ **of** _____

Site Administrator/Manager's Signature: _____