



680 Atlantis Rd.  
Melbourne, FL 32904  
Phone: (321) 768-7828  
Fax: (321) 768-1688

# PDS Box Transmittal Form

**Client Name**  
**Date**  
**Account #**  
**Page**

The Client Name field is the name of your company as identified by PDS.

The Date field is the date the transmittal was completed by the client.

The Account Number field is the unique number assigned to your account by PDS. If unknown, please call PDS to obtain it.

CONTAINER BAR CODE	CLIENT BOX NUMBER	PREVIOUS BOX NUMBER	DEPARTMENT	CATEGORY CODE	SEQUENCE BEGIN	SEQUENCE END	DATE (FROM)	DATE (TO)	DESTROY DATE
<p>The Container Bar Code field is the small bar code label provided to you from PDS. Please attach that label here. This is a required field.</p>	<p>The Client Box Number field may contain a box numbering system defined by the client. This could be from an internal records management system being used where box number tracking is maintained. An example is BOX-051 or FIN-051. There is no requirement to use this field.</p>	<p>The Previous Box Number field is used to enter a previous vendor's bar code number. Some clients prefer to keep this as a reference number. There is no requirement to use this field.</p>	<p>The Department field is the client-defined department reference. The client sets the standard of how the Department is listed, by name or department number. Examples: HR, Finance, Q/A or by department number, such as: 7654/9843, 7654/6678. There is no requirement to use this field.</p>	<p>The Category Code field is for entering the category classification of the boxes contained in the box. Examples: Accounts Payable, Accounting, Checks, Employee Files, Banks Statements, Charts, Tax Info, etc. Common abbreviations are accepted and highly recommended. This is a required field.</p>	<p>The Sequence Begin field is used to define the starting point of the grouping of files inside the box. Not a required field, but highly recommended. Examples: 1, A, FAN, 22556.</p>	<p>The Sequence End field is used to define the ending point of the grouping of files inside the box. Not a required field, but highly recommended. Examples: 9, Z, ZUN, 99999.</p>	<p>The From Date field is the start date, or beginning, of the records contained inside the box. Not a required field, but highly recommended. Examples: 01/2003, 01/15/2003, 2004.</p>	<p>The To Date field is the ending date of the records contained inside the box. Not a required field, but highly recommended. Examples: 12/2003, 01/31/2003, 2005</p>	<p>The Destroy Date field is the client's anticipated date of destruction for the box. Note: PDS does not destroy client boxes unless written authorization is provided.</p>
<b>DESCRIPTION:</b>									
<b>DESCRIPTION:</b>									
<p>The Description field is a free-form text descriptor of the contents inside the box.</p>									
<b>DESCRIPTION:</b>									
<b>DESCRIPTION:</b>									
<b>DESCRIPTION:</b>									
<b>DESCRIPTION:</b>									