**BOX ORDER FORM**

**Send completed forms to** [**modern-records@contacts.bham.ac.uk**](mailto:modern-records@contacts.bham.ac.uk)

**Please complete all fields marked with \***

|  |  |
| --- | --- |
| **\***Name (printed): | |
| **\***Email: | **\***Telephone: |
| **\***Department/Office: | |
| **\***Location: | |
| **\***Date of request: | **\***Date required by: |
| **\***Signature: | |

**\*Please tick as appropriate:**

|  |  |
| --- | --- |
| New box order |  |
| Extension fee for additional storage |  |

**Details:**

|  |  |
| --- | --- |
| **\***Goods requested |  |
| **\***Quantity |  |
| **\***Value to be charged: |  |
| Account code (Analysis – segment 2) | **41132** |
| **\***Account code (Cost Centre – segment 3) |  |
| **\***Account code (Activity – segment 4) |  |
| **\***Account code (Source of Funds – segment 5) |  |