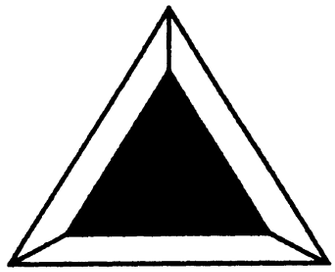

ADVANCE RECORD MANAGEMENT

140 BRODERICK ROAD, CORIO, VIC. 3214.
PO Box 67 North Geelong 3215

Phone 03 5274 2000 Fax 03 5274 2011

Web site: www.docstore.com.au
Email: info@docstore.com.au

Company Name		**Cust No.**	

Cust Box No.:		From the barcode label and always 6 digits

Description	

Max 40 Characters

Department		**Sub Dept**	

Start date	/ /	**End date**	/ /	Use dd/mm/yyyy

The date range for the files/documents in the box. E.G. 01/11/2004 to 30/11/2004

Range from		**Range to**	

The file number range in the box. E.G. *Range from* '0001' - *Range to* '0159'.

Destruction date	/ /	The date you would like to review the box for destruction

NOTES FIELD 1/.