



**HARRIS COUNTY DEPARTMENT OF EDUCATION
RECORDS MANAGEMENT SERVICES COOPERATIVE
Client Service Request Form**

Order Type Normal (Regular) Emergency (Rush) Work Order # _____

Client Name:	Date:
Requested by : Department:	Contact Name: Department:
Address:	Delivery / Pickup Address:
Phone No. : Email:	Phone No. : Email:
Special Instructions:	

<input type="checkbox"/> New material <input type="checkbox"/> Return material <input type="checkbox"/> Destruction <input type="checkbox"/> Scanning <input type="checkbox"/> Request material <input type="checkbox"/> Request a fax / email <input type="checkbox"/> Box purchase	Description	Quantity
	New boxes	
	Entire box	
	Individual File (re-files)	
	Interfiles (new to file)	
	Boxes for scanning	

Retrieval Request

Client Box No.	Range By: Date-Alpha-Numeric	Contents Record Name	HCDE Barcode

Box Purchase/BIN Services

Standard 12" X 10" X 15" boxes		# of Bundles	
25 per bundle			
Barcode Labels 15 per sheet		#of labels	
64 Gallon	Pick up	Deliver	# of Bins
95 Gallon			

**In an effort to serve you better, please send all requests to csd@hcde-texas.org.
Phone ☎ (713) 694-9022 * Fax 📠 (713) 694-9242**



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SERVICE REQUEST FORM**
Additional Items

Retrieval Request <i>(List each requested file or box separately)</i>			
Customer Box No.	Date-Alpha-Numeric	File Name and/or Number (leave blank for the whole box)	HCDE Barcode

[RMS ACCESS](#) is HCDE Records Management's exclusive web based customer database. The portal is to help you save time and increase accuracy by requesting inventory through easy to use and secure online access. If you don't have a user name and password or if you have problems logging in, directly contact the HCDE Records Management.

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