

Date and time Workorder created

Items being delivered to you

28/07/2005 8:23 AM

DELIVERY WORKORDER

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Delivery Name\Address\Contact name\Phone No

Practice account No.1
Dept. Information
Level 12, 34 Smith Street
SYDNEY NSW 2000
CONTACT: Joe Bloggs
PHONE: 9999 9999

Workorder No – date and time created

No. 04001839 13/05/2004 8:23 AM
Acct: DUMMY01 ← Account No
Acct PO#: N/A
Service Date: 13/05/2004 12.30PM
Auth: N/A
Route: Couriers route code

Notes provide information on files/containers which are already out or any other useful information relevant to the request

Notes:Filefolder FILE00003 (File 1 Invoices) Out on Jan 01, 2004
Unsuccessful search for filefolder. Code: FILE00004 Alt. Code: 2425/8
Requestor: Joe Bloggs "John Smith"

}2 files not
}being
}delivered

Location

Container Code

Alternate Code

Requestor\Cost Center

REPOS

BOX001

2425

Joe Bloggs\

}Box number
}of 2 files
}requested

File: FILE00001

AltID: 2425/1

Desc: File 1 Invoices

}2 files
}being
}delivered
}
}

File Barcode

Clients File No

Name of File

File: FILE00002

AltID: 2425/2

Desc: File 2 Invoices

BOX021

AltID: 2445

}1 whole
}box being
}delivered

Container Barcode

Client Box No

OTHER SERVICES

Quantity Cost Centre

Requestor

Item not found

1.00

Code: FILE00004 Alt. Code: 2425/8 Requestor: Joe Bloggs "John Smith"

(Chargeable – as searched in box)

O'Neil – Item Out

Filefolder FILE00003 (File 1 Invoices) Out on Jan 01, 2004

(Not chargeable – as filefolder already captured in new system)

WORKORDER SUMMARY

Total Delivery Items

Containers: 1

Filefolders: 2

Tapes: 0

Summary of what is being delivered – Container means whole box, filefolder means a file