Records Management (AU & NZ) Add Online Setup Form

IRON MOUNTAIN®

Company Name: _____

Level 1: _____ Level 2: _____ Level 3: _____

Requestor: _____ Requestor Signature: _____

FILE data to be captured HERE

CARTON data to be captured on Page 2

STANDARD FIELD LABEL	CUSTOMISED FIELD LABEL (IF APPLICABLE)	EDIT EXISTING INVENTORY			ADD NEW INVENTORY			REVIEW & SUBMIT INVENTORY		
		Visible, Y/N	Mandatory	Double Entry	Visible, Y/N	Mandatory	Double Entry	Visible, Y/N	Mandatory	Double Entry
Iron Mountain Barcode		███	███	███	███	███	███	███	███	███
User Defined Date (YYYY/MM/DD)										
Sequence To (15 characters)										
Sequence From (15 characters)										
Date Range To (YYYY/MM/DD)										
Date Range From (YYYY/MM/DD)										
Destroy Date (YYYY/MM/DD)										
Contents (80 characters per line)										
UDF1 (25 characters)										
UDF2 (25 characters)										
UDF3 (25 characters)										
Alternate Code (15 characters, unique per level 2/3 account)		███	███	███	███	███	███	███	███	███
Add Date (System generated, no data entry available)										
Short Description (40 characters)										
Long Description (255 characters per line)										
		Edit Existing Inventory			Add New Inventory			Review & Submit Inventory		
Additional Field Label — If required: The below fields require additional information to be supplied for set up to be completed.	Customised Field Label (If Applicable)									
Category Code										
Record Series Code										

Iron Mountain shall not be responsible for the accuracy of the data entered by you. You should ensure the completeness and accruacy of all data entered.
A "Pending" rate at Iron Mountain's current standard rate will be added to your account and shall apply per item added using the Add Online feature unless otherwise agreed.
By using the Add Online feature you accept the addition of this rate on your account.

Records Management (AU & NZ) Add Online Setup Form

IRON MOUNTAIN®

Company Name: _____

Level 1: _____ Level 2: _____ Level 3: _____

Requestor: _____ Requestor Signature: _____

CARTON data to be captured HERE

STANDARD FIELD LABEL	CUSTOMISED FIELD LABEL (IF APPLICABLE)	EDIT EXISTING INVENTORY			ADD NEW INVENTORY			REVIEW & SUBMIT INVENTORY		
		Visible, Y/N	Mandatory	Double Entry	Visible, Y/N	Mandatory	Double Entry	Visible, Y/N	Mandatory	Double Entry
Iron Mountain Barcode		■	■	■	■	■	■	■	■	■
User Defined Date (YYYY/MM/DD)										
Sequence To (15 characters)										
Sequence From (15 characters)										
Date Range To (YYYY/MM/DD)										
Date Range From (YYYY/MM/DD)										
Destroy Date (YYYY/MM/DD)										
Contents (80 characters per line)										
UDF1 (25 characters)										
UDF2 (25 characters)										
UDF3 (25 characters)										
Alternate Code (15 characters, unique per level 2/3 account)		■	■	■	■	■	■	■	■	■
Add Date (System generated, no data entry available)										
Short Description (40 characters)										
Long Description (255 characters per line)										
		Edit Existing Inventory			Add New Inventory			Review & Submit Inventory		
Additional Field Label If required: The below fields require additional information to be supplied for set up to be completed.	Customised Field Label (If Applicable)									
Category Code										
Record Series Code										

Iron Mountain shall not be responsible for the accuracy of the data entered by you. You should ensure the completeness and accruacy of all data entered.
A "Pending" rate at Iron Mountain's current standard rate will be added to your account and shall apply per item added using the Add Online feature unless otherwise agreed.
By using the Add Online feature you accept the addition of this rate on your account.