# Washington State Records Center

STATE RECORDS CENTER

7590 New Market St.

Olympia, WA 98504-0239

MS: 40239

Tel: 360.586.0173

recordscenter@sos.wa.gov

Office of the Secretary of State

Division of Archives and Records Management

## Supply Request

# Submit this form to the Records Center for processing:

# Email: [recordscenter@sos.wa.gov](mailto:recordscenter@sos.wa.gov)

|  |  |  |  |
| --- | --- | --- | --- |
| Requestor’s Name | Requestor’s Email Address | Requestor’s Phone Number | Date |
| Agency and Office Name | | Agency OFM Number | Office Number |
| CMS Mail Stop | Physical Address (only needed if you don’t use Consolidated Mail Service) | | |

Note:

Supplies are offered for Records Center storage only, please limit your request to a six-month supply. Contact the Records Center to purchase boxes for other purposes.

|  |  |  |
| --- | --- | --- |
| Shipping | Quantity | Supplies |
| Mail  Pick Up | Number of Sheets | **BOX CONTENT LABELS**  Four labels per sheet. |
| Mail  Pick Up | Number of Boxes. | **BOXES**  Packaged in bundles of 10, we will mail 20 boxes at a time until the order is complete. |

(2015)