# 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

|  |  |  |  |
| --- | --- | --- | --- |
| 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)