



682 North Brookside Road Allentown, PA 18106-9709 | Fax 610.398.8375
Allentown 610.398.9082 | Reading 610.376.2868 | Toll-Free 877.515.8500
www.reynoldsbusiness.com

Box Number

Organization Name: _____

Department Name: _____

Document Type: _____

First Document (Start): _____

Last Document (End): _____

Below for Reynolds use only:

Project Number

Prepared by: _____ **Date:** _____

Scanned by: _____ **Date:** _____

↑ **Fold Line** ↑

Fold at the Fold Line above so that all information faces out. If documents are confidential, place this label in the pocket on the box so that only the information below the fold line is visible.

Box Number



682 North Brookside Road Allentown, PA 18106-9709 | Fax 610.398.8375
Allentown 610.398.9082 | Reading 610.376.2868 | Toll-Free 877.515.8500
www.reynoldsbusiness.com