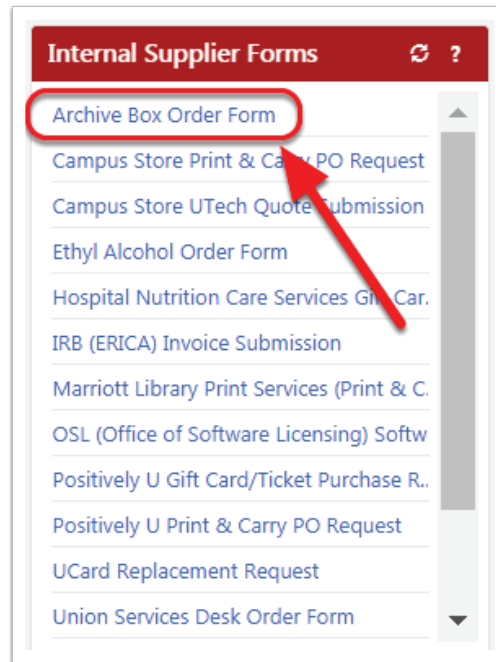


Use this form to order archive boxes from University Archives & Records Management.

1. Open the form

The form is located on the UShop Shopping Dashboard in the Internal Supplier Forms Section.

Click on the title to open.




2. Indicate Quantity

1. Archive boxes are available for \$3.00 each. Indicate the number of boxes needed.
2. Note that a minimum order of 5 boxes is required.

Archive Box Order Form

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**



UShop Operations
University of Utah
 201 S. President's Circle,
 Room 170
 Salt Lake City, UT 84112
 (801) 585-2255
ushop@utah.edu

Instructions:
 Use this form to
 order archive boxes
 from University
 Archives & Records
 Management.


Box Ordering Instructions

A minimum order of 5 boxes is required. Enter the quantity of boxes needed below.

Description	Unit Price	Quantity	Ext. Price
Price per Archive Box	3.00	<input style="width: 40px;" type="text"/>	
		Total	

Delivery Instructions (if any)

1000 characters remaining [expand](#) | [clear](#)



University Archives & Records Management
J Willard Marriott Library
 666 Guardsman Way
 Salt Lake City, UT 84108
 (801) 581-8242
mlib-records-management@lists.utah.edu

Supplier J WILLARD MARRIOTT LIBRARY
Supplier Phone +1 801-581-8242

University Archives & Records Management provides used boxes free of charge for records that require shredding. Indicate the quantity of used boxes needed below, if any. **Note: you may only order boxes for shredding on this form if you are also ordering archive boxes. (UShop cannot process an order/PO for \$0.00.) If you just need to order boxes for shredding please call (801) 581-8242 or send an email to mlib-records-management@lists.utah.edu.*

Description	Unit Price	Quantity	Ext. Price
Used boxes for records that will be shredded.	0.00	<input style="width: 40px;" type="text"/>	0.00
		Total	0.00

[recalculate list total](#)

3. Delivery

Orders will be delivered to your department as they are filled.
Provide any pertinent delivery instructions in this field.

Archive Box Order Form

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop
MARKETPLACE

UShop Operations
University of Utah
201 S. President's Circle,
Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Instructions:
Use this form to
order archive boxes
from **University**
Archives & Records
Management.

Box Ordering Instructions

A minimum order of 5 boxes is required. Enter the quantity of boxes needed below.

Description	Unit Price	Quantity	Ext. Price
Price per Archive Box	3.00		69.00
Total			69.00

recalculate list total

Delivery Instructions (if any)

1000 characters remaining expand clear

J. Willard Marriott Library
THE UNIVERSITY OF UTAH

University Archives & Records Management
J Willard Marriott Library
666 Guardsman Way
Salt Lake City, UT 84108
(801) 581-8242
mlib-records-management@lists.utah.edu

Supplier J WILLARD MARRIOTT LIBRARY
Supplier Phone +1 801-581-8242

University Archives & Records Management provides used boxes free of charge for records that require shredding. Indicate the quantity of used boxes needed below, if any. **Note: you may only order boxes for shredding on this form if you are also ordering archive boxes. (UShop cannot process an order/PO for \$0.00.) If you just need to order boxes for shredding please call (801) 581-8242 or send an email to mlib-records-management@lists.utah.edu.*

Description	Unit Price	Quantity	Ext. Price
Used boxes for records that will be shredded.	0.00		0.00
Total			0.00

recalculate list total

4. Free boxes for shredding

- For items to be shredded, used boxes are available at no charge. These free boxes may only be ordered only if you are also ordering new archive boxes. Note that the order total may not equal \$0.00.
- Indicate the quantity of used boxes needed.

Archive Box Order Form

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop
MARKETPLACE

UShop Operations
University of Utah
201 S. President's Circle,
Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Instructions:
Use this form to
order archive boxes
from **University**
Archives & Records
Management.

Box Ordering Instructions

A minimum order of 5 boxes is required. Enter the quantity of boxes needed below.

Description	Unit Price	Quantity	Ext. Price
Price per Archive Box	3.00		69.00
Total			69.00

recalculate list total

Delivery Instructions (if any)

1000 characters remaining expand clear

J. Willard Marriott Library
THE UNIVERSITY OF UTAH

University Archives & Records Management
J Willard Marriott Library
666 Guardsman Way
Salt Lake City, UT 84108
(801) 581-8242
mlib-records-management@lists.utah.edu

Supplier J WILLARD MARRIOTT LIBRARY
Supplier Phone +1 801-581-8242

University Archives & Records Management provides used boxes free of charge for records that require shredding. Indicate the quantity of used boxes needed below, if any. **Note: you may only order boxes for shredding on this form if you are also ordering archive boxes. (UShop cannot process an order/PO for \$0.00.) If you just need to order boxes for shredding please call (801) 581-8242 or send an email to mlib-records-management@lists.utah.edu.*

Description	Unit Price	Quantity	Ext. Price
Used boxes for records that will be shredded.	0.00		0.00
Total			0.00

recalculate list total

5. Supplier contact information

Contact University Archive & Record Management with questions about your order.

Archive Box Order Form

This form is a replacement for the paper Campus Order. **Effective July 1, 2018 campus orders will no longer be accepted.**

UShop
MARKETPLACE
UShop Operations
University of Utah
201 S. President's Circle,
Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Instructions:
Use this form to
order archive boxes
from University
Archives & Records
Management.

Box Ordering Instructions
A minimum order of 5 boxes is required. Enter the quantity of boxes needed below.

Description	Unit Price	Quantity	Ext. Price
Price per Archive Box	3.00	<input type="text"/>	69.00
Total			69.00

Delivery Instructions (if any)
1000 characters remaining [expand](#) | [clear](#)

J. Willard Marriott Library
THE UNIVERSITY OF UTAH

University Archives & Records Management
J Willard Marriott Library
666 Guardsman Way
Salt Lake City, UT 84108
(801) 581-8242
mlib-records-management@lists.utah.edu

Supplier J WILLARD MARRIOTT LIBRARY
Supplier Phone +1 801-581-8242

University Archives & Records Management provides used boxes free of charge for records that require shredding. Indicate the quantity of used boxes needed below, if any. **Note: you may only order boxes for shredding on this form if you are also ordering archive boxes. (UShop cannot process an order/PO for \$0.00.) If you just need to order boxes for shredding please call (801) 581-8242 or send an email to mlib-records-management@lists.utah.edu.*

Description	Unit Price	Quantity	Ext. Price
Used boxes for records that will be shredded.	0.00	<input type="text"/>	0.00
Total			0.00

[recalculate list total](#)

6. Complete the order

When the form is complete, go to the Available Actions dropdown menu in the upper right corner of the form. Select Add and go to cart. Click Go.

Available Actions: [Go](#) [Close](#)

Complete order as with any UShop transaction.