Automatic Report System
(Set-up and Authorization Form)

It may be necessary to complete more than one form if ordering several reports. Please note that not all options may be available for all report types. We will contact you if there is a conflict.

Account #: _____ Account Name: _____
Department #: _____ Department Name: _____
Authorized By: _____ Authorization Date: _____
Bill To: _____ Deliver To: _____

Report by: (Please check only one.)	__Account (includes all departments)	__Department (only department specified)	
Report Format:	Are your records: (Please check)	___File-By-File	____By Container ____Both
Report Type:	___**Inventory** Lists all items in account. ___**Account Activity** Lists all activity, in's,out's, by date, by requestor, by work-order #.	___ **Destruction Review** Lists records by Destruction Date. ___**Custom Format Report** Designed specifically for a client's special needs.	(AMS use only) Report Name or #: _____
Media Type:	___Hardcopy	___Electronic in Report Format	Special Electronic Format: ___Fixed ___Delimited with quotes. ___Delimited without quotes
Report Frequency:	___Monthly (Jan-Dec)	___Quarterly (Jan,Apr,Jul,Oct)	___Semi-Annually (Jan,Jul) ___Annually (January)

Print Options: Select the fields you want to appear on the report. Number 1-? if you have a preference regarding the order they appear.	Print: ___As Applicable (or specify below) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ ___Barcode ___Descriptions (Includes date and sequence ranges) ___Status ___Add Date ___Destroy Date ___Alternate ID ___Other1:_____ ___Other2:_____ ___Other3:_____	**Sort Options:** Select how you want the information to appear on the report. Select up to three. Number by sort order preference 1-3. Note: Blank entries on any sort field appear first on the report.	Sort by: ___Barcode ___Description (Filefolder Reports Only) ___Container Short Description (New) Not available for older accts. ___Status (In,Out) ___Sequence Begin ___From Date ___Add Date ___Destroy Date ___Alternate ID ___Other1:_____ ___Other2:_____

Custom Report Request & Quote: Describe your need. List fields to appear, sort order format,etc.***You will be contacted prior to performing any work.***	_____ _____ _____
Standard Pricing:	Hardcopy Reports - 10 cents per page. Electronic - $15 minimum. Custom – As quoted. *In addition to mail and/or delivery costs.

Form # AMS-108-1 REV 01