



31 East Fairfield Dr.
 Pensacola, FL. 32501
 (850) 434-1054
 Fax (850) 434-1056
 www.gilmoreservices.com

**Fax Requests Directly to the Records Division for Service
 (850) 433-9520**

Today's Date ____/____/____

Requestor's Name _____ Account# _____

Deliver to Address _____

Phone # _____ Email: _____

Services	Type	
Pick-up - Return to Storage	Boxes	Files
Pick-up - New to Storage	Boxes	Files
Priorities		
	Check One	
Standard / Next Day Delivery/PU		
Same Day Rush Delivery/PU		
2 to 4 hour – Rush Delivery/PU		<i>Please call in for Rush Retrieval Service</i>
2 hour – Urgent Delivery/PU		<i>Please call in for Rush Retrieval Service</i>

	Box Barcode #	Date of Birth	Patient Chart #	Patient Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**FOR EMERGENCY SERVICES
 PLEASE CALL (850) 434-0161
 EMAIL: request@gilmoreservices.com**