UNIVERSITY OF PENNSYLVANIA RECORDS CENTER

Mezzanine, 4015 Walnut St.
Philadelphia, PA 19104-6198
(215) 898-9432

Interfile / Refile Request

PERSON MAKING REQUEST

Date:	Name of Individual Making Request:	Customer Number:	Phone Number:

Hospital/Office/School:	Department/Division:

INFORMATION ON REFILE

☐ URC Courier ☐ Own Courier

File Title:	Department Box Number:	URC Use Only

SCHEDULING INFORMATION

Deliver To:	Ask For:	Phone Number:

Special Instructions:	Date Requested By:	Dispatcher:

TRANSACTION CONFIRMATION

SIGNATURE	TITLE	DATE	TIME