|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** |  |  |  | |
| **REQUESTED BY:** | | **TO BE VIEWED BY OR COPY MAILED TO  (if different from requester):** | | |
| **Name:** |  | **Name:** | |  |
| **Branch/Department:** |  | **Branch/Department:** | |  |
| **Phone/Email:** |  | **Phone/Email:** | |  |
| **Mailing address  (if requested):** |  | | | |
| **PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:** | | | | |
| View at Archives, by appointment  (3rd floor, 200 Vaughan St, Winnipeg) | | Archives to PHOTOCOPY **& MAIL**  **(For clients outside of Winnipeg)** | | |

| **SCHEDULE**  **NO.** | **FILE NO. / FILE TITLE**  **or indicate COMPLETE BOX** | **STORAGE LOCATION**  (Aisle – Bay – Shelf – Box or Q no.) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*To add more rows or another page, use the Tab key on the last row of the table.*