348 Puuhale Rd. Honolulu, HI 96819 ***808 841 6799*** fax ***808 842 1197*** **www.ohanaselfstorage.com**

ASK YOUR CUSTOMER SERVICE REPRESENTATIVE ABOUT INSURACE

INVENTORY LIST

BOX NUMBER	DESCRIPTION	CATEGORY	COMMENTS
1	2006 INVOICES	ACCOUNTS RECEIVABLE	DESTROY 2010

STAY ORGANIZED! NUMBER YOUR BOXES.
DESCRIBE WITH DETAIL (i.e. INVOICES 2008, BANK STATEMENTS . . .)
CATEGORIZE (PAYABLES, RECEIVABLES, SALES . . .)
CLEARLY MARK DESTRUCTION DATES FOR SPECIAL HANDLING

PAGE _____ OF _____ DATE_____/_____/_____