

Archive Order Form 1 of 2

Once we receive this completed form, a member of the Client Services team will email a digital purchase order (DPO) for your signing party to complete. The estimated turnaround time for standard orders is 2-3 business days from receipt of completed DPO to shipment.

Please provide the following information. Mandatory fields are marked by an asterisk.

Project Information

Total number of copies *

Device *

Please select USB or DVD.

Encryption *

Please select an encryption method for your device.

USB

Please note that there is an additional cost per USB ordered.

Yes

— USBs will be encrypted using BitLocker. We will provide you with a randomly generated password that will be sent to you securely via Firmex FileSend. Please note that USBs encrypted in this method will NOT be useable on Mac computers. No additional fee.

Yes

— We can order a password-secure flash drive to secure your data. Please note that this hardware will be subject to an additional fee. The contents of the encrypted USB will be accessible on both PCs and Mac computers. A randomly generated password will be sent to you securely via Firmex FileSend.

No

DVD

Note that we cannot encrypt DVDs. If you do require encryption, please order a USB instead.

Site address * (example.firmex.com)

Project name * Separate multiple projects with a comma.

Directories * Separate with a comma, or write "all".

Include numbering

Yes

No

Include reports

Document activity

Q&A

Other (specify; e.g. watermarks, etc.)



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+1.888.688.4042

Europe
+44 (0)20.3371.8476

International
+1.416.840.4241

firmex.com

Archive Order Form 2 of 2

Shipping Information

First name *

Last name *

Company

Street address *

Unit/Suite

City *

Country *

Zip/Postal code *

Email *

Phone number *

Number of copies to this address *

Additional Shipping Information

First name

Last name

Company

Street address

Unit/Suite

City

Country

Zip/Postal code

Email

Phone number

Number of copies to this address

Additional information (ie. shipping, etc.)

Order Details

Firmex Client Services will provide you with a quote for your order based on the scope of your request and will bill the main invoice contact for the account. Please contact Support for any questions regarding billing.

Please note that material hidden from Firmex Support will not be included in the archive.

Most operating systems will limit the total file path to 255 characters. Firmex may truncate the folder paths of your archive in order to meet this limit. We recommend using the Index .html or excel files included in your archive to navigate through downloads containing longer folder paths.



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