

Order Form

You may use this order form to send in with your payment. Please remember we do accept orders directly on the website for institutions with 50 or less branches. If you have more than 51 branches please contact us for immediate activation service at 615.445.2354 or email us at the links below.

Step 1: Access to Record Retention Schedule(s)

Federal Schedule (required): \$400.00 per year for 1 – 50 Branches _____

Additional Branches: _____ @ \$25.00 each \$ _____

Federal & one State Schedule: \$550.00 per year (1 – 50 Branches)

Each Additional State Schedule: \$150.00 per year (no additional fee for branches)

List Additional States Needed: _____

Total: _____

Tax (TN only): _____

Total: _____

Step 2: Payment

Place your order online at www.recordretentiononline.com or www.bankrecordkeeping.com

Mail your check with this order form to:

Financial Records Consultants

4820 Honey Grove Drive

Cane Ridge, TN 37013

Pay by credit card? Visa __ Master Card__

Card # | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | Expiration | _ | _ | _ | _ |

Name on Card: _____

Signature: _____

Step 3: Contact Information:

Institution: _____

Contact Name: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address (required): _____

(If necessary, you may use a generic email as your login to allow others in your institution access to the program; however, an active email is needed to notify you of changes, updates and renewals.)

Alternate Email: _____