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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SYNAQ Chain of Custody Form - Client** | | | | | | | | |
|  | | | | | | | | |
| **Company Name** | |  | | | | | | |
| **Company Address** | |  | | | | | | |
| **Company Contact #** | |  | | | | | | |
| **Return Shipping Information** | | | | | | | | |
| **Do you want the data to be returned?** | | | | **YES** | | | | **NO** |
| **Receiver’s Name:** | |  | | | | | | |
| **Shipping Address** | |  | | | | | | |
| **Contact Number:** | |  | | | | | | |
| **Legacy Data Upload Information** | | | | | | | | |
| **Archive Product?** | | |  | | | | | |
| **Hard Drive Make/Model:** | | |  | | | | | |
| **Hard Drive Size:** | | |  | | | | | |
| **Hard Drive Serial Number:** | | |  | | | | | |
| **Total Data Amount:** | | |  | | | | | |
| **Total Number of Emails (if available):** | | |  | | | | | |
| **File Format (select):** | | | **.PST** | | | **.EML** | | |
| **Number of Files:** | | |  | | |  | | |
| **Special Instructions for Legacy Data Upload** | | | | | | | | |
|  | | | | | | | | |
| **Print Name:** |  | | | | | | | |
| **Customer Signature:** |  | | | | **Date:** | |  | |
|  | | | | | | | | |
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| **SYNAQ Chain of Custody Form - Internal** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Package Received** | | | | | | | | | | | |
| **Name:** | **Description:** | | | | | **Date:** | | | **Signature:** | | |
|  |  | | | | |  | | |  | | |
| **Content Inventory** | | | | | | | | | | | |
| **Name:** | **Description:** | | | **Date:** | | | **Signature:** | | | | **Data:** |
|  |  | | |  | | |  | | | |  |
| **Upload Results** | | | | | | | | | | | |
| **Name:** | **Data:** | | | **Email:** | | | **Signature:** | | | | **Date:** |
|  |  | | |  | | |  | | | |  |
| **Verify Upload in Archive** | | | | | | | | | | | |
| **Signature:** |  | | | | **Date:** | | | |  | | |
| **Return Media** | | | | | | | | | | | |
| **Shipping Carrier:** | | **Date:** | | | **Signature:** | | | | | **Tracking Number:** | |
|  | |  | | |  | | | | |  | |
| **Destroyed Media** | | | | | | | | | | | |
| **Date:** | | | **Name:** | | | | | **Signature:** | | | |
|  | | |  | | | | |  | | | |
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