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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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