

# Total Recall Software

## Report / Label Request Form

**Please complete this form and return to:**

DHS Worldwide Software Solutions  
563 Blanding Blvd. Suite 3, Orange Park, FL 32073  
(E) admin@dhsworldwide.com | (F) 904.213.1490

To submit a report or label request, please complete this form and submit to DHS Worldwide. After processing, you will be contacted within 14 business days. Some requests may be subject to additional fees depending on the difficulty and hours involved. Please make checks payable to DHS Worldwide Software Solutions. ACH / Wire Transfer Information available upon request.

**Please Use One Request Form Per Request**

Requestor Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Requestor Email: \_\_\_\_\_ Date: \_\_\_\_\_  
Requestor Phone: \_\_\_\_\_

**Select The Correct Option of Report Form:**

- Addition / Change to an Existing Custom Report or Label  
 New Custom Report or Label

**For Label Requests, Select Label Type:**

- Container Label     File Label     Shelf Label     Destruction Bin Label     Transfer Case

Printer Model: \_\_\_\_\_ Label Stock Dimensions: \_\_\_\_\_ x \_\_\_\_\_

**Detailed Description of Request:**

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Which Field in Total Recall would you like the report to page break on? \_\_\_\_\_

Which Field(s) would you like the report to order by? 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

After receiving the report file(s), please run the report at your location for final verification. If any further corrections need to be made, please notify DHS Worldwide within five (5) business days. Change requests made after five (5) business days from receipt of report file(s) may be subject to additional custom report fees.

*For questions, please contact DHS Worldwide by calling 904.213.0448 or email us at admin@dhsworldwide.com*