Order Form

You may use this order form to send in with your payment. Please remember that we do accept orders directly on
the website. By placing your order online, you can start using the program within minutes. All invoices and renewal
notices will be forwarded to an active email address. Please send a check for orders over $1,000.00.

If you want immediate access just give us a call! (615)445-2354

Step 1: Access to Record Retention Schedule(s)

_____Federal Schedule (required): $450.00 per year (each member bank of a HC must buy a separate schedule.)
_____Additional State Schedule @ $175.00 per year; _____Additional Branches @ $25.00 each over 50.
List Additional States: _____
(No additional cost for branches)
Total: _____ Tax (TN only): _____ Total: _____

Step 2: Payment

Place your order online at www.recordretentiononline.com or mail your check
with this form to:
Financial Records Consultants
4820 Honey Grove Drive
Cane Ridge, TN 37013

For ACH: Routing: 082900432 Acct. # 132268193
Simmons Bank
300 Northcreek Blvd.
Goodlettsville, TN 37072

Pay by credit card? Visa __ Master Card__
Card # |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__| Expiration |_____|_____|
Name on Card: _____
Signature: _____

Step 3: Billing and Contact Information:

Institution(s): _____
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: _____