**State Archives of North Carolina**

**Transport Receipt—Collections Pickup**

**Lending institution name:**

Staff member delivering/facilitating pick up: (print):

Email: Telephone:

Number of boxes/containers picked up:

Date delivered/picked up: Lender’s signature:

Picked up by: (State Archives staff name, print) Signature

Date/signature delivered to State Archives storage if applicable:

Storage Location:

Date delivered to Digital Heritage Center:

Delivered by: (State Archives staff name, print) Signature

Received by: (print DHC staff name) Date received:

Signature: (DHC staff)

**Collections Picked up: (list below, an** inventory of all materials that are to be transported to the North Carolina Digital Heritage Center for digitization. Include call numbers or other identifiers, and note any needs for special handling.)