



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

TRANSFER OF CLIENT OBJECTS

Institution: _____ Date: _____
Contact: _____ Project # _____
Phone: _____ Email: _____
Address: _____

The Northeast Document Conservation Center (NEDCC) is relocating to 600 Federal Street, Suite 100S, Andover, MA in Fall 2025. As part of this move, all client materials will be securely transferred. Clients have flexibility in how their materials are relocated, and special arrangements can be made upon request.

Please review the options below, select a preference, and return this form by June 30, 2025 to Jonathan Goodrich, registrar, at jgoodrich@nedcc.org.

If a completed form is not received, NEDCC's registrar will oversee the inventory, packing, and [transportation](#) of all client materials to the new facility **at no cost**. Please contact Jonathan with questions or concerns at (978) 470-1010 x215.

- A. **Authorize NEDCC Transfer** - I approve the transfer of objects at no cost using NEDCC's services. Yes No
- B. **Personal Pickup** - I will schedule an appointment with NEDCC's registrar to pick up my objects and retain them until further notice. Yes No
- C. **Return Shipping** - I will make arrangements with NEDCC's registrar to ship my objects back and will retain them until further notice. Yes No

Special Instructions :

Contact Signature: _____
Print: _____
Date: _____

NEDCC Signature: _____
Print: _____
Date: _____