Drooms digital archive request form

This form allows to order archives (USB) if your data room is already deactivated. If the data room is still active and you have access to it, you can easily order an archive (USB) from the Project Settings page of the data room. Please note that this form can only be completed by data room administrators.

Data room ID:

(if you don't know it, please provide the data room name)

Archive details

Copy of the data room

Adminitrator (full view)   Other Group

Include reports

All   User history report

Permission history report   User activity report

Permissions export   User login report

Index history report   Messaging history report

Project history report   User export

Group history report   Q&A export (if available)

Processing history report

Archive password recipient

Just me   All administrators

Include Declaration of Identity certificate from Drooms

Delivery details

Number of copies:

Telephone: +

Recipient name:

Company name:

Street and number:

ZIP/Postal code:

City:

Country:

Special instructions (Optional)

Archive creation date:

Preferred delivery date:

I hereby confirm that I am acting as a duly authorised representative on behalf of the Company who has concluded the data room contract (see project mentioned above) and am authorised to instruct Drooms.

Date:

Signature: