

Shred-it Document Destruction Service

University of Florida Account # 14914048

Today's Date:

Shred-it Ship-To Account Number:

Department Contact Information

Contact Name: _____
 Department Name: _____
 Department ID: _____
 Mailing Address: _____
 Phone: _____
 Email: _____

Service & Pricing Information

Service Frequency Options: Every Week, Every Two Weeks, Every Four Weeks, Every Eight Weeks

Size Options/Cost: Offsite**: Console \$12.00 ea, 64-Gallon Tote \$14.00 ea, 95-Gallon Tote \$16.00 ea.
 Onsite*: Console \$14.00 ea, 64-Gallon Tote \$16.00 ea, 95-Gallon Tote \$18.00 ea.

Please fill in Pickup Location, Service Frequency, Container Size, and Quantity below:

<u>Pickup Location (include Room #)</u>	<u>Service Frequency</u>	<u>Container Size</u>	<u>Quantity</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Notes

**Off site shredding is when your documents are collected from your business and transported to a facility and shredded at a later time or date.
 *On site shredding is a mobile operation where a specially outfitted truck comes to your place of business and the shredding occurs before they leave your premises

A Certificate of Destruction will be provided to the University Departments each time shredding takes place. All Critical Customer Material (CCM) will be securely transported off of the property to be shredded and recycled according to the University of Florida/Shred-it Contract for Services dated 3/1/16. The CCM will be shredded at a secure Shred-it location. The secured containers will remain the property of Shred-it.

Please send this form to Ashley Barrington at Shred-it Ashley.barrington@stericycle.com Ashley will assign a Ship-To Account number for your Department (if necessary), and then return the signed form to you. Please attach the signed form to your requisition or attach as backup for your PCard.

For questions regarding Shred-it service, or to change/discontinue service, please contact Ashley Barrington (904) 629-9576.

Shred-it Authorized Representative

Payment Method

PCard _____
 Purchase Order _____

Signature _____

Name, Title (Print) _____