

## Shred-it Purge (One-Time) 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

**Options/Cost:** \$25.00 First 95-Gallon Tote (holds about 10 standard paper ream boxes); \$20 First 64-Gallon Tote  
 \$15.00 Per Additional 95-Gallon Tote; \$12.00 Per Additional 64-Gallon Tote  
 \$ 5.00 Per Banker's File/Box  
 \$120.00 per pallet of 45 (\$2.67 per box) or per pallet of 40 (\$3.00 per box)  
 \$10.00 per hard drive

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

Pickup Location (include Room #)	Container Size	Quantity

#### Additional Notes

\_\_\_\_\_  
 \_\_\_\_\_

The secured containers will remain the property of Shred-it.

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 where it will 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.

**Please send this form to Cynthia Ferch at [Cynthia Ferch@stericycle.com](mailto:Cynthia.Ferch@stericycle.com) making sure you include your Shred-it Ship-To Account number. If you do not yet have a Shred-it Ship-To Account number, she will assign a number for your Department, sign and return to form to you. Please attach the signed form to your requisition or attach as backup for your PCard.**

For questions regarding Shred-it service, please contact Cynthia Ferch at (904) 629-9576.

**Shred-it Authorized Representative**

**Payment Method:**  
 PCard \_\_\_\_\_  
 Purchase Order \_\_\_\_\_

Signature \_\_\_\_\_  
 Name, Title (Print) \_\_\_\_\_