

Shred-It Purge (One-Time) Service

University of Florida Account # 1000295737

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/Physical Address (include Room #)	Container Size	Quantity
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Notes

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

A Proof of Service will be provided to the University Departments each time shredding takes place. All Critical Customer Material (CCM) will be securely transported off the property where it will be shredded and recycled according to the University of Florida/Shred-it Contract for Services dated 6/21/2021. The CCM will be shredded at a secure Shred-it location.

Please send this form to Cindy Ferch at 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 it as backup for your PCard or check request.

For questions regarding Shred-it service, please contact [Cindy Ferch \(904\) 629-9576](tel:9046299576).

Shred-it Authorized Representative

Payment Method:

PCard _____
 Purchase Order _____

Signature _____

Name, Title (Print) _____

