**Shred-It Document Destruction Service- University of Florida Main Account #1000295737**

Today’s Date: Shred-it Ship-To Account Number:

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| Department and Contact Information | |
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| Point of Contact Name: |  |
| Department Name: |  |
| Department ID: |  |
| Mailing Address: |  |
| Phone: |  |
| Email: |  |

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| Service & Pricing Information | |
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| **Service Frequency Options:** | Every Week, Every Two Weeks, Every Four Weeks, Every Eight Weeks |
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| **Size Options/Cost:** | Offsite\*\* Minimum Charge is whatever the Cost of the Container you Choose, Minimum includes 1 container. Each additional is: Standard Console $12.85 / 64-Gallon Tote $15.00 / 95-Gallon Tote $17.14  Onsite\* Minimum Charge is whatever the Cost of the Container you Choose, Minimum includes 1 container. Standard Console $15.00 / 64-Gallon Tote $17.14 / 95-Gallon Tote $19.28  --Subject to a $75.00 one-time delivery fee with certain requests. No additional Fees or Service Charges. |

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

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| --- | --- | --- | --- | --- | --- | --- |
| Pickup Location/ Physical Address (include Room #-Floor-Suite-Bldg) |  | Service Frequency |  | Container Size |  | Quantity |
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| Additional Notes for Business Hours, Lunch Hours, Parking Instructions, Etc. | | | |
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| *\*\*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*  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 to 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.  The secured containers will remain the property of Shred-it.  **Please send this form to UF Support Team at Shred-it once completed and signed. Email:** [**sabrina.hance@stericycle.com**](mailto:sabrina.hance@stericycle.com)**;** [**cameron.thomas@stericycle.com**](mailto:cameron.thomas@stericycle.com)**;** [**devon.williams@stericycle.com**](mailto:devon.williams@stericycle.com)**;** [**christine.gallagher@stericycle.com**](mailto:christine.gallagher@stericycle.com)  **You may also contact them for any questions regarding Shred-it service and billing, or to change/discontinue service.** | | | |
|  |  | **University of Florida Authorized Representative** | |
| **\*\*\*If you are part of UF Health Vizient Program, do not use this form. Reach out to Cindy Ferch for assistance.\*\*\*** |  |  | |
|  |  | Signature | |
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