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

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

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

|  |
| --- |
| Service & Pricing Information |
|  |
| **Options/Cost:** | Offsite Purge-2 Options1. Min Charge is $25.00 includes (1) 95 gallon Large Tote (holds approx. 10 std copy boxes)
2. Min Charge is $20.00 includes (1) 64 gallon Medium Tote (holds approx. 8 std copy boxes)

Each additional is priced after Minimum Charge: 95-gal Large Tote $15.00 / 64-gal Medium Tote $12.00 / Small (copy) Box $5.00 / Large (file) Box $10.00 / $120.00 per Pallet (40-45 Small boxes)$75.00 One Time Delivery fee charged, if Totes are requested to fill and collect at later date. Subject to Fuel, Environmental and Recycle Fees too |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pickup Location/ Physical Address (include Room #-Floor-Suite-Bldg) |  |  | Container Size |  | Quantity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| Additional Notes for Business Hours, Lunch Hours, Parking Instructions, Etc. |
|  |
|  |
| 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****;** **cameron.thomas@stericycle.com****;** **devon.williams@stericycle.com****;** **christine.gallagher@stericycle.com****You may also contact them for any questions regarding Shred-it service and billing, or to change/discontinue service.** All Purge Requests are handled by ***Tom Wood***, the dedicated Inside Sales Rep. The team will forward Tom your Order Form to process. Please expect a call or email from him to confirm. |
|  |  | **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 |
|  |  |