**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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| **Options/Cost:** | OFFSITE PURGE PAPER  First (10)Boxes or First (3)96 Gallon Totes are Included in the Minimum Charge of $91  Each Additional Box is $5.05 per box  Each Additional 96 Gallon Tote is $15.15 per tote  WAIVE FUEL/RECYCLING SURCHARGES AND WAIVE DELIVERY FEES IF DELIVERY NEEDED  ONSITE PURGE PAPER  First (10)Boxes or First (3)96 Gallon Totes are Included in the Minimum Charge of $121.20  Each Additional Box is $6.10 per box  Each Additional 96 Gallon Tote is $20.15 per tote  WAIVE FUEL/RECYCLING SURCHARGES  OFFSITE PURGE MEDIA – CD’s  First 10 Boxes are Included in the Minimum Charge of $120  Each Additional Box is $12 per box  WAIVE FUEL/RECYCLING SURCHARGES  OFFSITE/ONSITE PURGE HARD DRIVES  First 10 Hard Drives are Included in the Minimum Charge of $151.50  Each Additional Hard Drive is $8.05 per drive  WAIVE FUEL/RECYCLING SURCHARGES  \*\*\*LET US KNOW IF YOU HAVE ANY OTHER MEDIA NOT LISTED ABOVE\*\*\* |

*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 |
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| Additional Notes for Business Hours, Lunch Hours, Parking Instructions, Etc. | | | |
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| 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.**  All Purge Requests are handled by ***Thomas Wood***, the dedicated Inside Sales Rep. The team will forward Thomas 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 | |
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