**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 PAPERFirst (10)Boxes or First (3)96 Gallon Totes are Included in the Minimum Charge of $91Each Additional Box is $5.05 per boxEach Additional 96 Gallon Tote is $15.15 per toteWAIVE FUEL/RECYCLING SURCHARGES AND WAIVE DELIVERY FEES IF DELIVERY NEEDEDONSITE PURGE PAPERFirst (10)Boxes or First (3)96 Gallon Totes are Included in the Minimum Charge of $121.20Each Additional Box is $6.10 per boxEach Additional 96 Gallon Tote is $20.15 per toteWAIVE FUEL/RECYCLING SURCHARGESOFFSITE PURGE MEDIA – CD’sFirst 10 Boxes are Included in the Minimum Charge of $120Each Additional Box is $12 per boxWAIVE FUEL/RECYCLING SURCHARGESOFFSITE/ONSITE PURGE HARD DRIVESFirst 10 Hard Drives are Included in the Minimum Charge of $151.50Each Additional Hard Drive is $8.05 per driveWAIVE 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****;** **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 ***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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