



**Department of Materials Handling  
Shredding Agreement**

**Department:** \_\_\_\_\_

**Room #:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**# of Consoles** \_\_\_\_\_ **# of Totes** \_\_\_\_\_ **Purge** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Speed type to be charged to:** \_\_\_\_\_

**\$20.00 per pick up applies to either a console or tote.**

**Purge rates are: .085 per lb. for volumes under 2,000 lbs  
.055 per lb. for volumes over 2,000 lbs**

**\* There is a minimal charge of \$50.00 for purges.**

**\*Materials Handling will direct bill your department  
(Please provide an internal requisition).**

**\*All Consoles/Totes will be collected every 4 weeks  
unless otherwise requested by this department.**

**\*These bins are to be used exclusively for the collection  
of confidential paper materials only. (Staples, paper  
clips and binder clips are OK).**

**\*A pick up receipt will be presented to the department at time of pick up showing the day and time of collection. A certificate of destruction will be issued to the Dept. of Materials Handling at the conclusion of the destruction process. (Certificates may be obtained by calling ext. 2542 or e-mailing the Director of Materials Handling at mas149@uakron.edu).**

**\*The department will maintain consoles/totes in a secure location and provide reasonable care to avoid theft, vandalism or other damage to them.**

**\*Any discontinuations of service must be in writing to the Director of Materials Handling at which time the collection bins will be picked up and all amounts due will be rendered.**

**\*All items picked up will be recycled.**

**\*Special arrangements can be made to view items being destroyed by contacting The Director of Materials Handling.**

**Requested by: \_\_\_\_\_**

**Signature: \_\_\_\_\_**