

5 Minute Paper Shredding Audit

(Fill this form out before calling – it will save you time!)



1: Shredding Preference:

- Witnessed Shredding Un-witnessed Shredding
 Mobile Drop-Off Pickup Drop-Off

2: Service Type

- Purge:** Estimated Quantity of Standard Size File Boxes (10" x 12" x 15") _____
Number of purges per year: _____

Recurring Service:

Number of office employees: _____ x 16 lbs = _____ total lbs of paper per month

Recurring Service Rule of thumb: 5 employees should fill one executive console one time per month – 16 lbs of capacity per employee per month. This should be considered as a minimum volume when determining quantity of containers and time between services.

Once every: Month Week 2 Weeks 3 Weeks On Call

Preferred Container Type:

- Shredinator (60 lbs paper): Quantity _____
 Executive Consoles (80 lbs paper): Quantity _____
 65 gallon bins (200 lbs paper): Quantity _____

3: Other

How soon do you need your service/begin service? _____

Are your documents currently in standard size file boxes? Yes No

Do you require a box removal service after their contents have been shredded? Yes No

Are your documents on the first floor? Yes No _____

Is there an elevator available for use? Yes No _____

Is there anything mixed in with your paper documents:

- X-Rays
- VHS Tapes/Cassette Tapes
- CD's/Diskettes/Disks
- Hard Drives
- Plastic Bags
- 3-Ring Binders

Are your documents in a storage unit? Yes No

Address: _____