

SHREDDING

*WORK
ORDER*



(Please fill-in fields shaded in Peach.)

CUSTOMER DELIVERY/PICK-UP INFORMATION	
Date:	
Contact Name:	
Department:	
Building & Room:	
Phone:	
Signature Operational/ Financial Lead:	
Print Name:	

CONFIDENTIAL SHREDDING
Only documents which are confidential in nature will be accepted for shredding. All other paperwork should be recycled. Paperclips and binder clips must be removed. No boxes in the bins; paper only. Once delivered, the bins will stay on-site for approximately 3 days. There is a \$30 charge for lost keys or locks. *** Keep bins locked at all times once filled***

CONTENTS			
Please provide a brief description of the confidential materials to be shredded in the space below.	Signature Upon Delivery		
	Date Bin(s) Delivered		
	Date Bin(s) Picked up		
	Date Bin(s) Picked up		
	Date Bin(s) Picked up		

PRICING	QTY	Price	Total
Small Bin – 65 gallons, holds 200 lbs (5 Cases of Paper)	X	\$20	= \$
Large Bin – 90 gallons, holds 200-300 lbs (8 Cases of Paper)	X	\$30	= \$
		Subtotal	\$
Lost Key / Lock Fee	X	\$30	= \$
		Total	\$

PAYMENT					
Direct Charge	Account	Fund	Department	Program	Project
	5269				
Check/Cash	Please make checks out to: The University of Rhode Island				

PROPERTY & SUPPORT SERVICES

Central Receiving
 22 Tootell Road
 Kingston, RI 02881
 O (401) 874-2578
 web.uri.edu/pss/moves-tape-boxes/

eMail Form : central_receiving@etal.uri.edu