

Shredding Vendor Worksheets

These worksheets are excerpted from the Total Secure Shredding, Inc. consumer report titled,

“The Six Things You Must Know Before Calling A Shredding Company”

To get the full report free of charge, sign up to receive email from Total Secure Shredding using any of the email forms located at <http://www.totalseureshredding.com>

Or, contact me directly at mkrauss@totalseureshredding.com and I'll get you on my list.

Brought to you courtesy of



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Shredding Vendor Worksheets

Quick Shredding Needs Checklist

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

1: Shredding Preference:

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

2: Service Type

- ☐ **Purge:** Quantity of Standard Size File Boxes (10" x 12" x 15") _____
- ☐ **Reoccurring Service:** Once every
- ☐ Month ☐ Week ☐ 2 Weeks ☐ 3 Weeks ☐ 6 Weeks ☐ 2 Months
- ☐ Executive Consoles (100 lbs paper): Quantity _____
- ☐ 65 gallon bins (200 lbs paper): Quantity _____

(Rule of thumb: 5 employees should fill one executive console one time per month – 20 lbs of capacity per employee per month. Different types of organizations will have varying amounts of output.)

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/readily available? ☐ Yes ☐ No
- Is there a large amount of plastic, x-rays, 3-Ring Binders in your documents? ☐ Yes ☐ No
- Are your documents in a storage unit? ☐ Yes ☐ No
- Address: _____



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Shredding Company Comparison Guide

Shredding Company Name:	
Shredding Company Location:	
Shredding Company Phone:	
Shredding Company Contact:	

How Often:	One Time ☐ 2 Months ☐ Month ☐ 3 Weeks ☐ 2 Weeks ☐ Weekly ☐ Other ☐
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Unit Size:	Standard Size File Boxes ☐ 64 gal bins ☐ 96 gal bins ☐ Executive Consoles ☐ Other: _____
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Shredding Price	On-Site ☐	Off-Site ☐	Drop-Off ☐
Price Per Unit:			
Quantity of Units:			
Total (Price/Unit x Quantity):			
Other Fees			
Admin Fees:			
Fuel Charges:			
Card Board Removal:			
Misc Other Fees:			
Total Other Fees:			
Promotional Discounts:			
Total Project Cost:			

Availability:

Shredding Time:	_____Hours _____Minutes
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Residential Service Available:	Yes ☐ No ☐	NAID Certified: Yes ☐ No ☐
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Shred Other Media	
Hard Drives:	Yes ☐ No ☐ Price:
VHS:	Yes ☐ No ☐ Price:
CD's/DVD's/Diskettes:	Yes ☐ No ☐ Price:

Notes:
