

Project Details- please fill out below:

Company Name _____

Service Address/Room#/City _____

Contact Information _____ **Phone Number/ext.** _____






Contact for project _____ **Phone**

Number/ext. _____

Email Address _____ **Office Hours** _____

Box Count & Sizes (see box size guideline below to determine sizes)

Pictures may be required in advance of scheduling depending on details provided.

	Legal File Drawer 11" x 15" x 36" Approx. 85 lbs.*		Letter Storage Box 11" x 12" x 16" Approx. 30 lbs.*
	Legal File Box 11" x 15" x 24" Approx. 55 lbs.*		
	Letter Storage Drawer 11" x 12" x 24" Approx. 45 lbs.*		Copy Paper Box 9" x 11" x 18" Approx. 25 lbs.*

*Weights are approximate. Actual weight depends on actual contents.

- Condition of boxes (good, fair, poor) _____
- Please List any issues that may be a challenge for our driver i.e. parking, specific entrance, loading dock....

- Would you like to keep any of the boxes? Y/N_____ If Y, how many:_____
- Will the boxes have covers? Y/N_____ If NO, please indicate how many_____

Is your material currently in filing cabinets, shelving or loose? If so, please describe:

Our Infoshred Team can fill our containers with your material, pricing information provided on quote.

Infoshred can pick up boxes/bagged material or deliver extra containers to accommodate additional volume.

- I need to review the material prior to purging and prefer to obtain temporary containers:
Y/N
- **Do you have old computers, printers, etc. you would like to have removed with your purge project: Y/N**

Purges/ Clean Outs

Be proactive and plan when it comes to cleaning up outdated files. If your office plans a clean out of a storage area, file room, extra office or anywhere else files accumulate contact Infoshred prior to the start of your project so that we may coordinate the appropriate service. Filling your current containers may not be the best option.

We come prepared: Our trucks are loaded with equipment based on customer requirements and the truck may not have the room or equipment to accommodate an unexpected change in your job scope. Cancellation can result from inaccurate box count or size of boxes.

Do you know about all the services we offer?

SHREDDING – INFORMATION DESTRUCTION

Whether it is paper, defective products or excess inventory, we can shred it.

Our secure personnel shred On-site at your location or Off-site at our plant with pick up schedules tailored to your specific needs.

e-RECYCLING

Do you have old computers and electronics taking up space in your office? Afraid to throw them away because of the private information on them? Infoshred protects your sensitive information by safely destroying a wide variety of electronic equipment and properly recycling the end products. We are DEEP certified electronics recycling company.

RECORDS STORAGE

Are boxes of files taking over your office space? Are you paying for a costly storage unit to store old files? We are a secure, clean and ECONOMICAL alternative for storing and managing business records, healthcare records, and valuable hard copy paper materials. Including: Tracking, Retrieval & Delivery, Retention Schedules, Private Room to view your files, Vault Storage - A climate-controlled environment highly sensitive items.

About our company.....

Infoshred LLC, a women-owned business, operates from a 70,000 sq. ft. secured facility in East Windsor, CT. We currently employ 45 people and operate 25 trucks, providing service to Connecticut, Rhode Island, and Western Massachusetts. As a NAID AAA certified vendor, we adhere to the highest industry standards, so our customers are guaranteed the highest level of security, compliance, and customer service in the industry.

We consider the primary focus of our business to be secure logistics, transporting our customers' information safely and securely from port to port. We work directly with our customers to provide flexible solutions that match their needs. This allows our customers to have a say in our processes as well as the solutions that we offer. This formula has helped us to grow into one of the leading independent vendors in New England.