

**PURGE AGREEMENT**

TAX ID # 98-0157899

Client Name:	Reedley College	Zip/Postal Code:	93654
Address	995 N Reed	Phone:	
	Reedley Ca	Fax:	
Billing Address		Unit/Ste:	
		Zip/Postal Code:	
		Office Hours:	
Contact 1:	Kris Chris Cortes	Phone & Ext:	638-3641
Contact 2:		Phone & Ext:	83626
A/P Contact:		Phone & Ext:	

Purge Service

The Following quote is based upon material as stated:

60 Standard Banker (12" x 10" x 15")

Copy Paper (11" x 10" x 18")

File Boxes (15x10x24)

Custom Size

Blue Bags x

Other Material:

Fuel fee:

Hrs. 70 Min @ 4.1 per minute **Total Estimate:** 287**Purge Service**

Our routes are scheduled to be as productive as possible in order to reduce costs to our customers. As a result, if additional material is presented at the time of service we will make every attempt to service you that day. However, if we are unable to shred the additional material because of commitments to other customers, we will reschedule service to you as soon as possible. Please note that additional material will result in additional shredding time and costs.

Our payment terms for first time or purge customers only are COD (credit card or company check). Payment terms for existing automatic customers are Net 30.

Because scheduling is an important part of our business there is a \$120.00 cancellation fee. (Our minimum charge) for any purge cancelled with less than 24 hours notice.

Notes:

ALL JOBS ARE COD AND SUBJECT TO A FUEL FEE. BID IS GOOD FOR 30 DAYS

PO Are accepted

set for 6-22-10 Call ahead

The parties have agreed to this Agreement on the date written above

Shred-it

Valerie Adams Shred-it Fresno, Ca

valerie.adams@shredit.com 559-256-2303

559-994-9651

Client

Signed Chris CortesPrint Name Chris CortesPosition Dir of Fw Aid

☐ new☐ existing☐ change

SALES REP: _____

ACCOUNT #: _____

Shred-it
RECYCLING**PURGE AGREEMENT****FOR OFFICE USE ONLY**

Time Restrictions: _____ Office Hrs: _____

Building Access: _____ P.O. # _____

Minute Rate: _____ Charge: _____

Call Ahead: Y ☐ N ☐ How Long: _____Site Directions: _____

Main Intersection: _____

Special Instructions: _____

(permanent) _____

_____Delivery Date: _____

Purge amount/estimated time: _____ COD: _____

Specific Instructions: _____

(one time only) _____

_____CUSTOMER' MAJOR CONCERN: _____

SOURCE OF BUSINESS:

YELLOW PAGES ☐

AD

REFERRAL ☐DIRECT MAIL ☐

TRUCK

OTHER ☐**PAYMENT METHOD**VISA ☐M/C ☐AMEX ☐

Card Holder: _____ Card #: _____ Exp Date: _____

THIS SECTION NOT TO BE COMPLETED BY SALES REPRESENTATIVE

WEEK # _____ GRID #: _____ ROUTE # _____ SEQUENCE:

WK 1 WK 2 WK 3 WK 4

(A) (B) (A) (B)

Routing Spreadsheet Updated: _____ (initials) SIC Code

INVOICE

SHRED-IT FRESNO
3742 W. Gettysburg Ave. #101
Fresno, CA 93722
PHONE 559-256-2303

1185318188
INVOICE NO.:
DATE: 9/21/2010
AUTOMATIC

Shred-it

TO: Reedley College
995 N Reed Ave
Reedley, CA 93654

BILL TO:



SCCCD
Attn: Accounts Payable
1525 E Weldon Ave
Fresno, CA 93704

TAX ID 98-0157899

DESTRUCTION DECLARATION

ON THE DATE SHOWN, DESIGNATED CONFIDENTIAL DATA WAS SHREDDED AND DESTROYED
AS PER CUSTOMER'S INSTRUCTIONS.

TRUCK NO.: 975 TRUCK NO.: _____ TOTAL TIME _____ HRS. _____ MIN. _____
TIME IN: _____ TIME IN: _____ CLIENT SIGNATURE Chris Cortez
TIME OUT: _____ TIME OUT: _____ PRINT CLIENT NAME
CUSTOMER SERVICE REP.: _____

ACCOUNT NO.	TERMS	PURCHASE ORDER NO.	
	NET 30 DAYS, 1% PER MONTH ON OVERDUE ACCOUNTS	82112188	
		RATE	AMOUNT
 WE RECYCLE  THIS YEAR, THROUGH SHRED-IT'S SHREDDING AND RECYCLING PROGRAM, YOUR FIRM HAS SAVED 18 TREES FROM DESTRUCTION. THANK YOU FOR YOUR BUSINESS	ITEM 0-999999 Minutes @ Shredding	4.10	
	TAX %		
	TOTAL CHARGES		65

WE RECYCLE

SHRED-IT FRESNO
3742 W. Gettysburg Ave. #101
Fresno, CA 93722
PHONE 559-256-2303

CERTIFICATE REFERS TO INVOICE NO. 1185318188

9/21/2010

DATE:
AUTOMATIC

SERVICE LOCATION:

Reedley College
995 N Reed Ave
Reedley, CA 93654

BILLED TO:

SCCDD
Attn: Accounts Payable
1525 E Weldon Ave
Fresno, CA 93704

This is to certify that Shred-it destroyed confidential information
for the above mentioned company by

TRUCK NO.:

975

TRUCK NO.:

TOTAL TIME:

HRS.:

MIN.:

CUSTOMER SERVICE REP.:

CLIENT:

PRINT CUSTOMER'S

NAME:

Chris Cortez
Chris Cortez



This year, through Shred-it's
recycling program, your firm
has saved 18 trees from destruction.



CERTIFICATE OF DESTRUCTION

THANK YOU FOR
YOUR BUSINESS.

SECURING YOUR OFFICE
AND THE ENVIRONMENT

