

SHREDDING - CONTAINER SERVICE REQUEST

Complete this form for shredding container service. Each container is locked and the department will receive the key. Departments are welcome to watch the shredding process. Form must be completed and submitted to msu.surplus@murraystate.edu.

Requesting Department Information:				
Today's Date:	Department Name:			
Department Contact Name:	Billing Address:			
Contact Email Address:	Contact Phone Number:			

Container Selection:					
Size	Cost per Pick up	Number of Containers	Location (Bldg., Floor, Room #)		
30 lb.	\$9.00				
100 lb.	\$9.00				
200 lb. (bulk container)	\$17.00				
300 lb.(bulk container)	\$25.00				

Monthly charges for shredding containers will be invoiced to each department. Invoice must be paid with a Purchasing Card.

Pick up Options:			
Every 4 weeks	Every 8 weeks		

Choose frequency based on anticipated volume. On the scheduled day, the vendor will pick up and take the container to their secure shredding truck to empty, and then return the container to the department.

Comments or additional information:		