

BURGMEIER SHREDDING

PURGE REQUEST FORM

NAME _____

SERVICE ADDRESS _____

BILLING ADDRESS _____

PHONE _____ FAX _____ EMAIL _____

	SMALL BANKER BOX	COPY PAPER BOX	LARGE BANKER BOX	OTHER
QUANTITY				

PROVIDE A QUICK SUMMARY DESCRIBING THE VOLUME OF MATERIAL NEEDING DESTRUCTION

IS THE MATERIAL IN THE BASEMENT? _____

DOES THE JOB REQUIRE US TO USE STAIRS? _____

IF YOU ANSWERED YES, PLEASE DESCRIBE WHAT WILL BE REQUIRED TO ACCESS THE MATERIAL

IT IS IMPORTANT TO BE AS SPECIFIC AS POSSIBLE WHEN COMPLEING THIS FORM. ADDITIONAL MATERIAL WILL REQUIRE ADDITIONAL TIME AND FEES. IF YOU HAVE ADDITIONAL DOCUMENTS TO BE DESTRUCTED, PLEASE LET US KNOW WITHIN 48 HOURS OF YOUR APPOINTMENT OR IT MAY REQUIRE US TO RESCHEDULE THE DESTRUCTING OF THE EXTRA MATERIAL.

PRINT _____

SIGN _____

DATE _____

SUBMITT REQUESTS TO BRIAN SMITH. BRIANS@BURGMEIERS.COM OR FAX TO 814-943-6742

Shredding Do's & Don'ts

Do Shred

Paper clips
Staples
Rubber bands
Folders
Spiral bound notebooks
Books
Classification folders
Fastener folders
Binder clips small
Binder clips medium

Don't Shred

Cardboard
Hanging file folders
Binder clips large
3 ring binders
Loose leaf rings
Post binders

Special Arrangements

COs
Floppy Discs
VHS tapes
Cassette tapes
Microfilm
X-rays

Items we have seen, but absolutely CANNOT shred: electronics, shovels, hammers, tools, trash, picture frames, paperweights, lead bricks, dishes, rocks, candles, nail polish, & flags

****Any questions on if an item is acceptable to be shredded please feel free to contact our office at (814) 943-8975 ext. 2311 or email brians@burgmeiers.com****