



# DESTRUCTION BIN SERVICE

InfoStor is the North Bay's only full-service records storage, management and shredding company. Our molded plastic destruction bins come with locking lids and slots for inserting documents away from prying eyes. InfoStor utilizes the latest technology, including a heavy-duty Allegheny Shredder, to confidentially shred paper to 1/4-inch, far smaller than a mobile shredder can achieve. In 2007 alone, InfoStor shredded over 775 tons of paper, as well as tens of thousands pound of magnetic and micrographic media, for our 600 customers.

## ROTATING BIN SERVICE

Our destruction bins (which come in two sizes, including attractive and convenient wooden "office consoles") are delivered to your worksite **at no cost** and picked up **at your convenience** by our bonded and background-checked drivers. At InfoStor, you are **never** locked into a scheduled service unless you choose to be. At the time of each service, our courteous and professional driver will bring a fresh container with him, meaning we only need to enter into your workplace once. When we remove the full bin, our driver will have your representative sign a work order acknowledging that our service has been completed.

## ONE-TIME SERVICE

If your company only needs a one-time destruction service, we deliver as many destruction bins as you need and either leave them to fill at your leisure or help you fill them while we wait, then take them away when the purge is complete.

## TAPE & CD DESTRUCTION

InfoStor has the capability to confidentially shred all magnetic and micrographic media, from CDs and tapes, to video and audio. Call for a quote.

InfoStor is fully insured and our bonded staff undergoes thorough and extensive background checks. InfoStor's pricing model is all-inclusive, with fees charged on a "per destruction bin" basis. There are two ways to work with InfoStor:

### INFO STOR SHREDDING BIN PRICING

**ROTATING DESTRUCTION BIN/CONSOLE SERVICE** \$34.50 for each large destruction bin, or \$24.95 for each 36-inch high, 7cf wooden office console. Our locked, slotted container(s) are left at your worksite for you and your staff to fill at your convenience. Simply call InfoStor's record center when you are ready for a pick-up of your full destruction bin and to receive a replacement bin... or we'll work with you to set up a regular schedule at a discounted rate—it's up to you!

**ONE-TIME SERVICE** \$44.55 per large container destroyed. Either you or our driver will transfer the contents of your ready-to-be-destroyed items to our destruction bins for shredding. Service on a per-box basis is also available: \$6.35 for standard and \$11.40 for oversized boxes



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Whether you select our wooden office console or large destruction bin, InfoStor's shredding containers are kept locked and have slots for depositing paper securely.

InfoStor's Allegheny Shredder shreds down to a tiny 1/4-inch.

## LOCKING, SLOTTED DESTRUCTION BINS

	<i>Large Bins</i>	<i>Office Consoles</i>
Capacity	64 gallons	7 cubic feet
Weight (full):	~200 lbs	~75 lbs
Height:	42 inches	36 inches
Width (at top):	23 inches	19 inches
Depth (at top):	29 inches	19 inches



InfoStor's large destruction bins will hold up to seven standard boxes (or up to three extra large boxes).



Heavy-duty lid-locks provide 100% security.



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OFF-SITE COMMERCIAL RECORD CENTER

**Mailing address:**

PO Box 8430, Santa Rosa, CA 95407

**Record Center location:**

1264 Apollo Way, Santa Rosa, CA 95407

**Phone:** (707) 568-2900 **Fax:** (707) 527-5340

[www.infstoronline.com](http://www.infstoronline.com)

**Please print, fill out completely, and fax to (707) 527-5340 to begin service.**

**SERVICE LOCATION** (for multiple locations, please list on second page)

Name/Branch \_\_\_\_\_

Street Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Hours of Operation \_\_\_\_\_

Service Contact(s) Name(s) \_\_\_\_\_

Service Contact(s) Email(s) \_\_\_\_\_

Service Contact(s) Signature(s) \_\_\_\_\_

**BILLING INFORMATION** (if different from above)

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Billing Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Signature \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Date \_\_\_\_\_

**SERVICE NOTES**

In what service(s) are you interested?

- Large Rotating Bin     Office Console     One-Time Service     Media Destruction

If you need regularly scheduled service (at a discount), how far apart should we schedule our visits?

- Weekly     Every \_\_\_ Weeks     Monthly     Every \_\_\_ Months     Other \_\_\_\_\_

**CUSTOMER ACCOUNT NUMBER (OFFICE USE ONLY):** \_\_\_\_\_