

CSA Draw Down Form for Document Destruction (Shredding)

Purchasers please complete this form and email to the Offeror (supplier) at: jenna.beal@stericycle.com

Date:	
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Offeror Contact Information

Offeror Organization	Shred-it International ULC	CSA#	CS-000909
Email	jenna.beal@stericycle.com	Phone	Jenna: 1-877-450-6287

Purchaser Contact Information

Main Contact Name	Email	Phone
Backup Contact Name	Email	Phone

Purchaser's BILLING Address

Ministry/Agency Name	University of Victoria	Branch/Dept Name	PURC
Address	RM 110, 3800 Finnerty Rd – Saunders ANX	Floor/Dept #	City Victoria Postal V8W 2Y2

Purchaser's Service Location Information (where service is to be provided)

NOTE: If multiple locations are required on the same account – please attach a complete listing as provided on page 2 of this form, otherwise leave blank if only one location is being requested on this form

Ministry/Agency Name		Branch/Dept Name	
Address		Floor/Dept #	City Postal
Hours of operation	Describe any building access restrictions, such as loading docks, limited or no access to elevators, etc.:		

Choose the Type of Shredding Service (refer to the CSA Pricing Schedule)

<input type="checkbox"/>	OFF-site Destruction (documents are removed in secure truck and destroyed at plant)		
<input type="checkbox"/>	ON-site Destruction (documents are destroyed in truck at your site – produces more greenhouse gases so only use if imperative)		
a) CONTAINER SERVICE – please state the type of container required AND the number of each:			
Wheeled Carts:	(These are plastic, wheeled carts with a volume of 65 gallons)	Consoles:	(These are flat-topped, laminated wooden containers with a volume of 40 gallons)
b) BULK SERVICE (documents must be in cardboard “Banker” file boxes) – state number of boxes you need picked up:			
c) LARGE VOLUME (documents must be in cardboard “Banker” file boxes - minimum 200 boxes) – state number of boxes you need picked up:			

Service Frequency - Select your preferred pick-up frequency

NOTE: The available frequency options vary by town/city - refer to the [Geographic Coverage & Frequency Schedule](#)

CONTAINER SERVICE FREQUENCY			
<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input type="checkbox"/> Every 4 weeks/monthly	<input type="checkbox"/> Other (state):
BULK or LARGE VOLUME COLLECTION – state what date you would like to have the file boxes picked up (Please note the lead-time required in the Geographic Coverage & Frequency Schedule):			

The completed Draw Down Form will constitute acceptance by the Purchaser of the Offeror's offer under the CSA, with respect to the particular services described above, and at that time a contract is formed on the terms and conditions of the General Services Agreement, as contemplated under the CSA named above, for such services. The value of the services from a single Draw Down cannot exceed \$75,000.

CSA Draw Down Form for Document Destruction (Shredding) – Additional Locations

Use this second page if you require containers to be placed and serviced at more than one physical premise under the same account (if more than one account holder, use a separate Draw Down for each account). Add additional pages as necessary.

If you have an extensive number of locations to be serviced under one account, please complete page 1 above and also complete and attach the [spreadsheet version](#) (CTRL + Left Click to open this file) of this form's second page.

Purchaser's Service Location No. 2 Information (where service is to be provided)

Ministry/Agency Name		Branch/Dept Name	
Address	Floor/Dept	City	Postal
Hours of operation	Describe any building access restrictions, such as loading docks, limited or no access to elevators, etc.		

Choose the Type of Shredding Service (refer to the CSA Pricing Schedule)

<input type="checkbox"/>	OFF-site Destruction (documents are removed in secure truck and destroyed at plant)
<input type="checkbox"/>	ON-site Destruction (documents are destroyed in truck at your site – produces more greenhouse gases so only use if imperative)
a) CONTAINER SERVICE – please state the type of container required AND the number of each:	
Wheeled Carts:	(These are plastic, wheeled carts with a volume of 65 gallons)
Consoles:	(These are flat-topped, laminated wooden containers with a volume of 40 gallons)
b) BULK SERVICE (documents must be in cardboard “Banker” file boxes) – state number of boxes you need picked up:	
c) LARGE VOLUME (documents must be in cardboard “Banker” file boxes - minimum 200 boxes) – state number of boxes you need picked up:	

Purchaser's Service Location No. 3 Information (where service is to be provided)

NOTE: If multiple locations are required on the same account – please attach a complete listing as provided on page 2 of this form, otherwise leave blank if only one location is being requested on this form

Ministry/Agency Name		Branch/Dept Name	
Address	Floor/Dept	City	Postal
Hours of operation	Describe any building access restrictions, such as loading docks, limited or no access to elevators, etc.		

Choose the Type of Shredding Service (refer to the CSA Pricing Schedule)

<input type="checkbox"/>	OFF-site Destruction (documents are removed in secure truck and destroyed at plant)
<input type="checkbox"/>	ON-site Destruction (documents are destroyed in truck at your site – produces more greenhouse gases so only use if imperative)
a) CONTAINER SERVICE – please state the type of container required AND the number of each:	
Wheeled Carts:	(These are plastic, wheeled carts with a volume of 65 gallons)
Consoles:	(These are flat-topped, laminated wooden containers with a volume of 40 gallons)
b) BULK SERVICE (documents must be in cardboard “Banker” file boxes) – state number of boxes you need picked up:	
c) LARGE VOLUME (documents must be in cardboard “Banker” file boxes - minimum 200 boxes) – state number of boxes you need picked up:	