VALLEY GREEN SHREDDING

BULK PURGE INTAKE WORKSHEET

NAID AAA Certified · Veteran Owned · Est. 2011

HOW TO USE THIS WORKSHEET

Print this worksheet and carry it with you as you walk through your facility. Note the boxes, cabinets, and other materials you need destroyed. Fields marked with a red asterisk (*) are required. Your best estimate is fine — we can confirm during a site visit.

When finished, submit online at valleygreenshredding.com/bulk-purge-intake

1 CONTACT INFORMATION

FIRST NAME *

LAST NAME *

COMPANY NAME

EMAIL *

PHONE *

PREFERRED CONTACT METHOD

Phone / Email / Either

ON-SITE CONTACT NAME

If different from above

ON-SITE CONTACT PHONE

2 PROJECT LOCATION & SITE DETAILS

PROJECT ADDRESS *

Street address where shredding will take place

CITY *

STATE *

MA / CT / RI / VT / NH / NY

PRE-SERVICE SITE VISIT NEEDED?

Yes / No / Unsure

ELEVATOR AVAILABLE?

Yes / No / N/A — Ground floor

WALKING DISTANCE TO TRUCK

<25 ft / 25–50 ft / 50+ ft

NUMBER OF STAIRS

e.g., 0, 1 flight, 3 flights

STORAGE LOCATION DETAILS

e.g., Basement storage room, 2nd floor office, warehouse

3 MATERIALS INVENTORY

Use the reference guide below to identify your box and cabinet types. Enter the quantity of each that needs to be destroyed.



Small Letter Box
12" x 15" x 10"
QTY



Legal File Box
15" x 24" x 10"
QTY



Vertical Cabinet
25"D x 15"W per drawer
DRAWERS



Lateral Cabinet
19"D in 30", 36", or 42"W
DRAWERS

> **Pallet capacity:** A standard pallet holds up to approximately 36 small letter boxes or 16 legal file boxes when stacked 4 high.

OTHER BOXES

OTHER BOXES (QTY)

OTHER BOX DESCRIPTION

Describe types and approximate sizes

OTHER MATERIALS

LOOSE DOCUMENTS (LINEAR INCHES)

Approximate

OTHER STORAGE TYPES

e.g., bookshelves, bins, pallets

4 ADDITIONAL DESTRUCTION SERVICES

Check any additional items that need to be destroyed as part of this project.

- ☐ Hard Drives (with serialization)
- ☐ Hard Drives (without serialization)
- ☐ Solid-State Drives (with serialization)
- ☐ Solid-State Drives (without serialization)
- ☐ Optical Media (CDs, DVDs, etc.)
- ☐ Magnetic Media (tapes, floppy disks)
- ☐ X-Rays
- ☐ Overstock Products

OTHER ITEMS TO DESTROY

Describe any other items not listed above

5 TIMELINE & ADDITIONAL DETAILS

TIME CONSTRAINTS OR DEADLINES

e.g., Must be completed by March 15, flexible, ASAP

COMMENTS, SPECIAL INSTRUCTIONS, OR CONCERNS

6 PHOTOS (OPTIONAL)

Photos of the materials help us provide a more accurate estimate. You can upload up to 5 images (5 MB each) directly on the online form after you submit this worksheet.