



Purchasing Department

700 University Avenue, Coenen Hall 140 | Monroe, LA 71209

P 318.342.5205 | F 318.342.5218

Document Destruction

1. Contact Heather Pilcher, ULM Coordinator of Collections, regarding your department's records retention policy to ensure that the documents can be shredded.
2. Send an email to Brandon Hudson, Sales Manager/Operations Manager, at On-site Secure Shredding (OSS) at bhudson@oss-shred.com and provide the following information:
 - a. Department Name
 - b. Contact Person Name, Email address, and Phone Number
 - c. Campus Pick-up Location (Building Name and Physical Address)
 - d. Hours of Availability for Pick-up
 - e. Number of Boxes, by size
3. After the services are completed, the Contact Person provided above will receive an invoice from OSS based on the following per-box rates:
 - a. \$4 per Banker box
 - b. \$5 per Standard Letter box
 - c. \$6 per Legal Letter box

There is a Service Charge of \$25 for low volume, which is under 20 boxes
4. OSS will send you the invoice to contact name of the person provided. You will be responsible for promptly submitting a Check Request for payment. NOTE: All shredding should be charged to Account 703999.

Proceeds from the services performed by On-site Secure Shredding still benefit ARCO

#TAKEFLIGHT



Exhibit A

PER UNIT RATES FOR ROUTINE SERVICE:

Per Unit Rates:

\$30 to service one 32-G container and under, \$15 for each additional 32-G container.

\$40 to service one 50-G container, \$15 for each additional 50-G container.

\$45 to service one 64-G container, \$20 for each additional 64-G container.

\$60 to service one 96-G container, \$25 of each additional 96-G container.

PURGE/PRN BOX OR CONTAINER RATES:

Box Rates \$4 (Banker Box), \$5 (Standard Letter), \$6 (Legal Letter)

Container Service Rates \$30 – 50-G and Under, \$45 – 64-G, \$60 – 96-G

PRN Service Charges \$25 for low volume which is under 20 boxes or less than 192-G of material.

Please note that if there is an unusual container size or a high frequency need a special unit rate will be determined. Also, a container is not provided with these service rates. We can facilitate the purchase of a secure container at an affordable rate. This is a onetime fee and you would then own the container.

ARCO, A Community Resource, 901 N. 4th St., Monroe, LA 71201

Phone: (318)387-7817 Fax: (318)322-0914 Website: www.arcomonroe.org

Fax Signed Service Agreement to: (318)855-4791