



## Extra Material Policy

(not in customer's placed shred container(s))

When our drivers come to your location they are instructed to mark down any "extra material" presented. This is how we qualify material as extra or included:

1. The main indicator of "extra material" would be if the material would have fit in the selected bin(s) you have at your location.
  - a. If the extra materials would have fit, then our drivers are instructed to not mark the extra materials.
  - b. If the extra materials would have **not** fit, then our drivers are instructed to mark the extra materials.
  
2. The charges for extra materials are typically as follows:
  - a. Paper materials:
    - i. Standard box (10"H x 12"W x 16"L) about a copy paper box - \$5.00 each.
    - ii. Large box (10"H x 15"W x 24"L) the size of a file drawer - \$10.00 each.
  - b. Hard drives (will be brought back to the office to shred).
    - i. Out of the tower / server - \$10 each.
    - ii. In the tower / server and need to be removed - \$25 each.
  - c. X-Ray's or other media like floppy disks, CD's, DVD's, data tapes, or anything else that is not recyclable paper and not a hard drive. (will be brought back to the office to shred):
    - i. Standard box (10"H x 12"W x 16"L) about a copy paper box - \$12.00 each.
    - ii. Large box (10"H x 15"W x 24"L) the size of a file drawer - \$24.00 each.

Our drivers utilize large collection bins to collect and transport the materials to the truck for shredding. These large containers are not what determines your rate as your contracted rate is determined by the quantity and type of bins you have selected to have at your location.

Our drivers are instructed to notate extra materials based on the above. The drivers are held accountable for this and must adhere to this policy.

Our bins come in various shapes and sizes and if your bin(s) are not sized appropriately please contact us and we can investigate other options if needed.