



INFORMATION DESTRUCTION SERVICES ORDER

KARD Recycling Service, Inc. d/b/a KARD Shredding | 2925 S 163rd Street New Berlin, WI 53151 Tel 262-786-7307
 Accounting@KARDShredding.com www.KARDShredding.com Revised December 2022



NAID Certified

New Renew

CUSTOMER/COMPANY		CONTACT	
BILLING ADDRESS		TITLE	
TERMS		EMAIL/Alt Email	
<input type="checkbox"/> Check [Net 10-15] <input type="checkbox"/> COD - On receipt <input type="checkbox"/> Credit Card <input type="checkbox"/> ACH/EFT <input type="checkbox"/> Cash			
SERVICE ADDRESS		TEL/Alt Tel	
ORDER & SERVICE DATES		SPECIAL INSTRUCTIONS	
<input type="checkbox"/> Paper <input type="checkbox"/> Hard/SSD Drives <input type="checkbox"/> Optical & Microfiche <input type="checkbox"/> Licensed Products		<input type="checkbox"/> Cardboard* <input type="checkbox"/> Other Items* DESCRIBE	
FORM			
<input type="checkbox"/> Boxed <input type="checkbox"/> Skids <input type="checkbox"/> 95-gal x _____ <input type="checkbox"/> 65-gal x _____ <input type="checkbox"/> Console		<input type="checkbox"/> Gonzo <input type="checkbox"/> Baled <input type="checkbox"/> Loose	
FREQUENCY			
<input type="checkbox"/> Weekly <input type="checkbox"/> Semimonthly (EOW) <input type="checkbox"/> Monthly <input type="checkbox"/> Bimonthly (EOM) <input type="checkbox"/> Quarterly <input type="checkbox"/> Call-In (As Needed) <input type="checkbox"/> 1XPurge <input type="checkbox"/> Customer-Delivered			
SPECIAL SERVICES			
<input type="checkbox"/> Retain for Evidence <input type="checkbox"/> In-Person Witness <input type="checkbox"/> Remote/Cam Witness <input type="checkbox"/> Third-Party Witness:			
LIST OF CONTAINERS & SERVICES			
<input type="checkbox"/> Est <input type="checkbox"/> Actual per Period		NOTICE: The Customer is solely responsible for ensuring that all materials are properly segregated prior to pickup. Do not mix paper with cardboard, metals, or plastics. Contamination, i.e., mixing unlike materials, may result in damage to KARD's equipment or personnel for which the Customer assumes remediation liability. See www.KARDShredding.com for complete terms and conditions.	
Qty	Item	Monthly Rate	INITIALS
	Confidential Paper Records (Shred)		
	Solid-State, Hard Drive(s)** (Bend)		
	Microfiche, tapes, CD & Optical*** (Grind)		
	Other Licensed Products	DESCRIBE LICENSED MATERIALS	TOTAL INCLUDING DISCOUNTS =

This Service Order is confidential and proprietary, governed under the laws of the State of Wisconsin and United States. Secondary distribution to any other party without KARD's permission is prohibited. By signing below, the Customer indemnifies and holds harmless KARD, its owners, directors, employees, and agents, against claims raised by any third-party in connection with the destruction services rendered by KARD. Customer acknowledges that KARD's entire liability is limited to the fees charged for services rendered. Pricing is valid for 30 days, and charges and fees are subject to change with 30-day written notice after the first anniversary of this Order for recurring services. This Order may be terminated without cause by either party prior to the rendering the recurring, scheduled service ordered or 30 days prior to its anniversary. The term of this Order automatically renews on its anniversary and remains in effect unless otherwise noted or terminated by the Customer or by KARD

CUSTOMER SIGNATURE _____ TITLE _____ DATE _____

KARD SHREDDING SIGNATURE _____ TITLE _____ DATE _____