

Guardian – Discovery Questionnaire



Logistics

We are excited to learn about your project. To kick start the process, call us at 718-609-1685 or provide us with project information. Send this completed doc, questions and any supplemental project materials to **sales@guardiandata.com**. Talk to you soon!

First/Last Name	
Company	
Origin Location	
Destination Location	
Email & Phone	
Quote Urgency	☐ RED HOT ☐ SOON ☐ THINKING AHEAD ☐ DATE:

PROJECT QUESTIONS

Pick Up Information

Company Name _____ Date of Pickup _____ Time of Pickup _____
Address: _____ Suite _____ City _____
Contact: _____ Phone _____ State _____ Zip _____

Drop-Off Destination

Company Name _____ Date of Pickup _____ Time of Pickup _____
Address: _____ Suite _____ City _____
Contact: _____ Phone _____ State _____ Zip _____

Estimated quantity of items to pick up:

Servers _____ Cabinets / Racks: _____ LCDs: _____ Rolling Copiers _____
Switches _____ Printers _____ Desktops _____ Pallets _____
Laptops _____ Tablets _____ Phones _____ Boxes _____
Other _____ Are we transporting Data-bearing Assets? ☐ Yes ☐ No

Are we transporting via ☐ LTL (Less than Trailer Load) or ☐ Dedicated Sealed Secure FTL (Full Trailer Load) shipment?

Building Information (pick up site):

Is a Certificate of Insurance required for building entry? ☐ Yes ☐ No

Is union labor required for building entry ☐ Yes ☐ No

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Is there a time limit on pickups? ☐ Yes ☐ No *If yes*, time limits _____

Is there loading dock? ☐ Yes ☐ No *If yes*, height _____

Is a lift gate required ☐ Yes ☐ No

What are loading dock hours? _____

Is a freight elevator required? ☐ Yes ☐ No

Does the loading dock have room to pack equipment onto pallets? ☐ Yes ☐ No

Can handcarts be used to transport items to the dock/truck? ☐ Yes ☐ No

What is the final disposition of the assets? ☐ Recycle ☐ Remarket

Is a Guardian team required to be onsite? ☐ Yes ☐ No

Is an audit required? ☐ Yes ☐ No

If yes, ☐ Straight Audit ☐ Validation

Normal business hours & days (Monday thru Friday – 8AM to 5PM) ☐ Yes ☐ No

If no, please describe requirements _____

Are before and after hours available if needed ☐ Yes ☐ No

If yes, what hours are available? _____

Are there any special requirements? ☐ Yes ☐ No

If yes, please describe _____