



Onsite Hard Drive/Tape Shredding

We are excited to learn about your project. To kickstart 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	
Urgency	☐ RED HOT ☐ SOON ☐ THINKING AHEAD ☐ DATE:
Project Launch Target Date	

PROJECT QUESTIONS

- What type of media needs to be shredded? _____
- What is the volume of hard drives/tapes/e-media to be shred? _____
- Are there shred size requirements? ☐ Yes ☐ No
If yes, please select: ☐ 30 mm ☐ 20 mm ☐ 10 mm ☐ 2 mm (SSD) ☐ other: _____
- Where are the devices located? ☐ In racks ☐ in devices ☐ in bins/loose ☐ other: _____
- Does the building/site have special requirements for access? ☐ Yes ☐ No
If yes, please describe: _____
- Can the truck remain in the dock for the length of the project? ☐ Yes ☐ No
If no, is there an area on the property to park & perform the shredding services? ☐ Yes ☐ No
- Is a COI required to work inside the location? ☐ Yes ☐ No
- Does this project require a Guardian Team Member to be onsite? ☐ Yes ☐ No
- Does this project require a hard drive scan? ☐ straight audit ☐ validation audit ☐ count only
- Normal Business Hours & Days (Monday thru Friday – 8AM to 5PM)? ☐ Yes ☐ No
If no, please describe requirements: _____
- Are before & after hours available if needed? ☐ Yes ☐ No
If yes, what hours are available? _____
- Are there any special requirements? ☐ Yes ☐ No
If yes, please describe the requirements: _____