

## SHREDDING SERVICES PREFERRED PROVIDER – August 2019

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### Sierra Shred

6136 Frisco Square Boulevard, Suite 400  
Frisco, Texas 75034  
main: 469-252-1125  
<https://www.sierrashred.com>

#### **New Account Contact:**

Lucy Lucio, Service Manager  
972-765-7776 (cell)  
[lucretialucio@sierrashred.com](mailto:lucretialucio@sierrashred.com)

#### **Existing Account Contact**

Shannon Morgan  
469-252-1125 (office)  
[shannonmorgan@sierrashred.com](mailto:shannonmorgan@sierrashred.com)

**\*\*\*Vendor emails invoice to AP Invoices at [invoices@smu.edu](mailto:invoices@smu.edu). The department Financial Liaison routes invoice to the department for payment approval.**

### **NEW ACCOUNT SET-UP**

Required information to provide:

1. Division, school or area
2. Department name
3. Service contact phone & email – person who will interact with technician
4. Building & room #
5. Service address – physical building address
6. Billing contact phone & email – Financial Liaison

#### **Service Requirements**

7. Size of container – *see pictures of bins on next page*
8. Frequency of service

### **SIZE OF CONTAINERS**

- 20 gallon secured bin – 27"x11"x20" – 50 lb capacity
- 35 gallon secured console/cabinet – 35"x19"x17" – 100 lb capacity
- 65 gallon secured bin – 43"x26"x30" – 200 lb capacity
- 95 gallon secured bin – 47"x26"x27" – 300 lb capacity

### **FREQUENCY OF SERVICE**

- Weekly
- Bi-weekly
- Monthly
- Bi-monthly

### **SMU PRICING**

1 Container  
\$45 per service pickup for any size of container or frequency of pickup

Additional Container(s) – for same department different floor or area  
\$10 to \$20 per container based on size of container and frequency of service.

## BILLING

1. Accounts are set up for each department or area.
2. Invoices are generated after each service pickup.
3. Vendor will email invoices to Accounts Payable via [invoices@smu.edu](mailto:invoices@smu.edu).
4. Department Financial Liaison routes invoice to the department for payment approval.

## SERVICE BENEFITS

- ✓ Cost-effective, convenient, secure.
- ✓ On-site service at your location by professional Service Technician in state-of-the-art shredding truck.
- ✓ Secure paper shredding at your business locations.
- ✓ Containers provided and set up FREE of charge.
- ✓ Variety of shredding service schedules available.
- ✓ Complimentary shredding at time of delivery (up to 300lbs or 10 standard boxes)
- ✓ Discounted pricing for additional paper shredding at time of recurring service.
- ✓ Multiple location discounts.
- ✓ Signed Confidentiality Agreement & Certificates of Destruction provided.
- ✓ All material recycled. Go Green!

## BINS AVAILABLE



**20 Gallon  
Secured Bin**  
27"x11"x20"  
50lb Capacity



**35 Gallon  
Secured Console**  
35"x19"x17"  
100lb Capacity



**65 Gallon  
Secured Bin**  
43"x26"x30"  
200lb Capacity



**95 Gallon  
Secured Bin**  
47"x26"x27"  
300lb Capacity