

Shredding Services Quick Start Guide

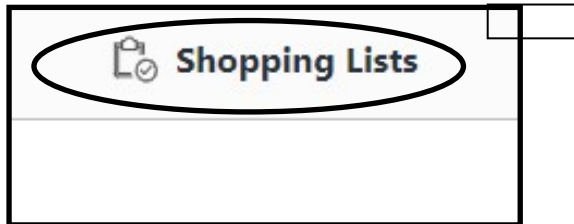


For **Ops Technology & Yardi** please access ODP Business Landing Page though those Punch Out Platforms—**CONTINUE TO STEP 2**

All other Properties Access ODP Business-Website in your browser

www.odpbusiness.com

You will now be presented with the ODP Business Website—Click on “**Shopping List**”



You are now presented with the Shopping List's. Scroll or browse down the page to select a category of service “One Time”, or “Recurring”.



Shopping Lists

Search
Name, Description
All

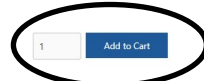
Select Default	Name	Comments
	PENCILS	
	PENS	
	REPORT COVERS	
	Save For Later	Save For Later List
	SHEET PROTECTORS	
	SHREDDERS	
	SHREDDING ONE TIME	
	SHREDDING ONGOING	



Select the Service you wish to order by Clicking “**Add to Cart**”



\$49.99 / each
★☆☆☆☆ 1 Review
Recurring Shredding: 2 Containers, Monthly Pickup
Item Number 5140191 Entered Item # 5140191
Manufacturer # SHRDZ1 2CNTN MTHLY
Best Value



Once added to cart, Click on the “**Cart**” Icon at top right of page.



Confirm the items in your cart and Click “**Checkout**”



Order Summary

Subtotal	\$256.68
Estimated Tax	\$0.00
Estimated Delivery	FREE
Total (4 Items)	\$256.68

Checkout

Need Stamps?

Select your Shipping Location

IMPORTANT NOTE: The Shipping Location is the “Service Location” or “Physical Property Address” for your shredding services. If you have multiple locations, repeat this process for each of your locations that require shredding services.

Shipping address

CITATION CLUB
4801 S CITATION DR
DELRAY BEACH, FL
33445
(Taxable)

Change



CHECKING OUT

Once the cart is verified Click on “**Place Order**” at bottom of



For Additional Information or Help Signing Up, Please Contact:

Warren Kramer, Regional Account Manager
warren.kramer@odpbusiness.com

Keith Washington, Inside Sales Representative
Keith.Washington@odpbusiness.com

512-865-4688

Order Timeline

ODP Business Servicing Partner Iron Mountain

will follow up via email within 5 Business Days to schedule service

If contact is not received within 5 business days, Please reach out to: Warren Kramer

Shredding Services Overview

Recurring (Subscription Based) Shredding – Per Location



Product Name	Service Frequency	SKU	Standard Price Per Month	Greystar Price Per Month
Quarterly Shredding, Up to 4 Containers	Quarterly	5974757	\$30.00	\$30.00
Monthly Shredding, Up to 4 Containers	Monthly	5213011	\$64.99	\$49.99
Twice Monthly Shredding, Up to 4 Containers	Twice Monthly	6144476	\$139.99	\$99.99
Weekly Shredding, Up to 4 Containers	Weekly	7120712	\$280.99	\$199.99



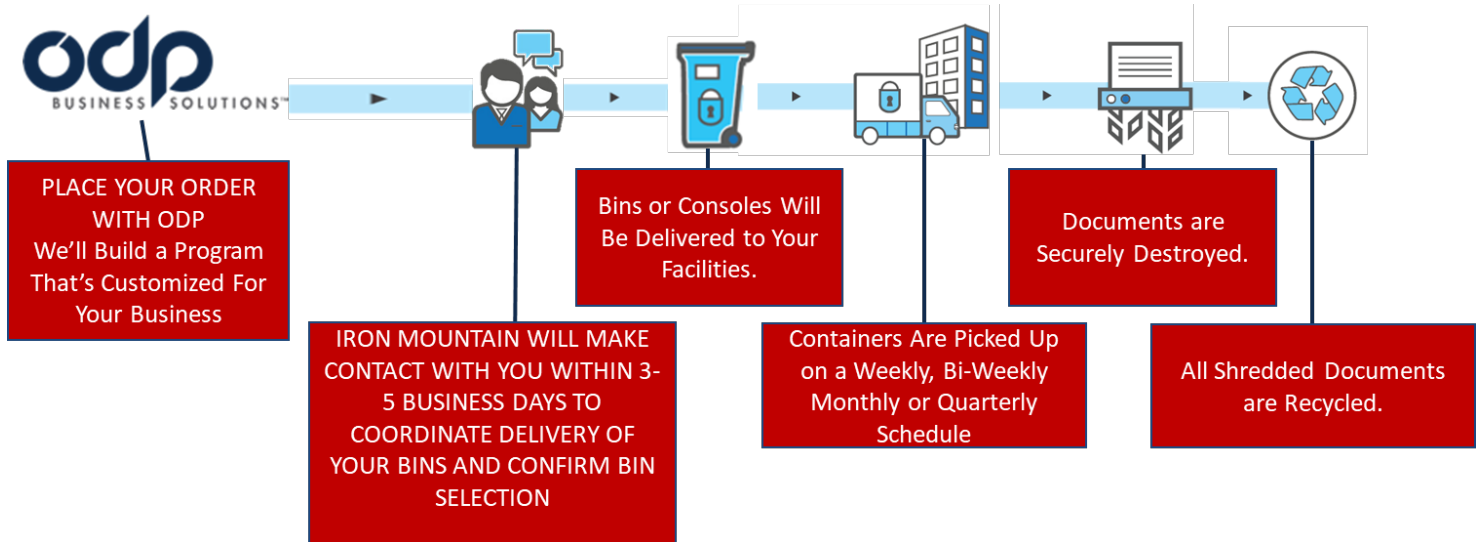
One-Time (Project Based) Shredding – Per Location

Product Name	SKU	Standard Price	Greystar Price
Up to 3 boxes	9804849	\$89.00	\$89.00
X Small - up to 20 boxes	6601569	\$299.99	\$255.99
Small - up to 50 boxes	6850437	\$469.99	\$399.99
Medium - up to 100 boxes	6850179	\$629.99	\$535.99
Large - up to 150 boxes	3807231	\$699.99	\$595.99
X Large - up to 200 boxes	3355006	\$799.99	\$680.99
Extra Small - 1 bin	8512284	\$184.99	\$160.99
Small - up to 5 bins	4709376	\$364.99	\$310.99
Medium - up to 13 bins	5834775	\$624.99	\$530.99
Large - up to 21 bins	3748898	\$874.99	\$750.99

PRICING NOTES:

- All recurring services listed above are invoiced on a monthly basis, **Please note:** Quarterly Service is picked up Quarterly but Billed Monthly.
- Recurring services are subscription based, subscriptions are 12-Month Subscriptions

Secure Shredding: How it Works



65 Gallon Bin

- Neutral grey color.
- 65-gallon capacity holds approximately 230 pounds (around 4-5 standard boxes).



Console

- Light-grey laminate color.
- Holds approximately 100 pounds (around 2 standard boxes).

Preparing for Service: Onboarding

- Allow 3-5 Business days for Iron Mountain Onboarding Team to make contact
- Upon receipt of order Iron Mountain Onboarding team will make contact to Confirm
 - Service Address
 - Your selection of Recycle Bin
 - Your service frequency
 - Your Hours of Operation
 - Schedule initial Bin Drop Off



SECURITY CONSOLE

Attractive neutral light-gray laminate container blends into office environments. Comes with tamper-evident locking system and includes a drawstring nylon bag for ease in securing and removing contents.

- 35" H x 19" W x 16" D
- 32 gallon capacity holds approximately 100 pounds
- Also available in half-height version



SECURE SHREDDING BIN

Designed to ensure that confidential documents are easily contained and transported. Hasp is firmly affixed to cart to lock lid securely to base. Easy to tilt and roll.

- Standard neutral grey color
- 43" H x 26" W x 30" D
- 65 gallon capacity holds approximately 230 pounds

SECURE SHREDDING STANDARD CONTAINER OPTIONS

CHOOSE THE IDEAL CONTAINER FOR YOUR OFFICE SPACE

Iron Mountain® offers a variety of containers to meet your individual needs. Here are our most popular options.

QUESTIONS OR CONCERNS?

Customer Service To discuss your unique business needs, contact your Office Depot sales representative.

Technical Support For technical support needs, contact us:

📞 By Phone **1.800.888.ASSIST (2774)**



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**Other containers are
available upon request.**



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