

Shredding Services Quick Start Guide

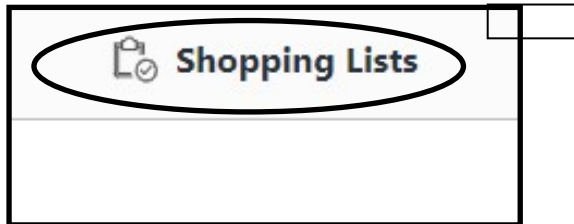


Login to the ODP Business Solutions Website

www.odpbusiness.com

LOGIN: with your username & password

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: "Shredding Service Monthly, Bi-Monthly or Weekly".



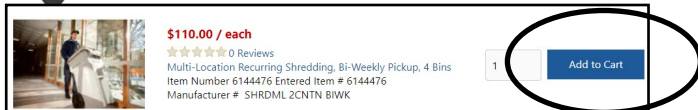
Shopping Lists

Search Lists

Name, Description

Select Default	Name
	BIWEEKLY SHREDDING
	MONTHLY SHREDDING
	WEEKLY SHREDDING

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



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:

Shelly Brassfield, Regional Account Manager
Shelly.brassfield@odpbusiness.com

Order Timeline

Office Depot's Servicing Partner Iron Mountain will follow up via email within 5 Business Days to schedule service

Shredding Services Overview—Subscription Pricing

Monthly Services

ODP SKU	Description	QTY Bins / Consoles	Service Frequency	Column5	Subscription Price Billed Monthly
5213011	RECURRING SHREDDING SERVICES	Up to 4 Bins	MONTHLY	EA	\$ 57.79
6613640	RECURRING SHREDDING SERVICES	5BIN	MONTHLY	EA	\$ 65.00
9145274	RECURRING SHREDDING SERVICES	6BIN	MONTHLY	EA	\$ 75.00
8977569	RECURRING SHREDDING SERVICES	7BIN	MONTHLY	EA	\$ 85.00
5755433	RECURRING SHREDDING SERVICES	8BIN	MONTHLY	EA	\$ 95.00
9985694	RECURRING SHREDDING SERVICES	9BIN	MONTHLY	EA	\$ 105.00
6684439	RECURRING SHREDDING SERVICES	10BIN	MONTHLY	EA	\$ 110.50
8009176	RECURRING SHREDDING SERVICES	11BIN	MONTHLY	EA	\$ 116.00
9032477	RECURRING SHREDDING SERVICES	12BIN	MONTHLY	EA	\$ 121.50
4999277	RECURRING SHREDDING SERVICES	13BIN	MONTHLY	EA	\$ 127.00
5672319	RECURRING SHREDDING SERVICES	14BIN	MONTHLY	EA	\$ 132.50
8610099	RECURRING SHREDDING SERVICES	15BIN	MONTHLY	EA	\$ 138.00
7816361	RECURRING SHREDDING SERVICES	16BIN	MONTHLY	EA	\$ 143.50
9756774	RECURRING SHREDDING SERVICES	17BIN	MONTHLY	EA	\$ 149.00
8605501	RECURRING SHREDDING SERVICES	18BIN	MONTHLY	EA	\$ 154.50
4740990	RECURRING SHREDDING SERVICES	19BIN	MONTHLY	EA	\$ 160.00
7053723	RECURRING SHREDDING SERVICES	20BIN	MONTHLY	EA	\$ 165.50

Bi-Weekly Services

ODP SKU	Description	QTY Bins / Consoles	Service Frequency	Column5	Subscription Price Billed Monthly
6144476	RECURRING SHREDDING SERVICES	4BIN	BI-WEEKLY	EA	\$ 110.00
7087444	RECURRING SHREDDING SERVICES	5BIN	BI-WEEKLY	EA	\$ 130.00
7174944	RECURRING SHREDDING SERVICES	6BIN	BI-WEEKLY	EA	\$ 150.00
6102715	RECURRING SHREDDING SERVICES	7BIN	BI-WEEKLY	EA	\$ 170.00
5663122	RECURRING SHREDDING SERVICES	8BIN	BI-WEEKLY	EA	\$ 190.00
5613838	RECURRING SHREDDING SERVICES	9BIN	BI-WEEKLY	EA	\$ 210.00
9863336	RECURRING SHREDDING SERVICES	10BIN	BI-WEEKLY	EA	\$ 221.00
9985211	RECURRING SHREDDING SERVICES	11BIN	BI-WEEKLY	EA	\$ 232.00
9210139	RECURRING SHREDDING SERVICES	12BIN	BI-WEEKLY	EA	\$ 243.00
8640060	RECURRING SHREDDING SERVICES	13BIN	BI-WEEKLY	EA	\$ 254.00
6890920	RECURRING SHREDDING SERVICES	14BIN	BI-WEEKLY	EA	\$ 265.00
7872837	RECURRING SHREDDING SERVICES	15BIN	BI-WEEKLY	EA	\$ 276.00
9066369	RECURRING SHREDDING SERVICES	16BIN	BI-WEEKLY	EA	\$ 287.00
6475049	RECURRING SHREDDING SERVICES	17BIN	BI-WEEKLY	EA	\$ 298.00
4495074	RECURRING SHREDDING SERVICES	18BIN	BI-WEEKLY	EA	\$ 309.00
5130999	RECURRING SHREDDING SERVICES	19BIN	BI-WEEKLY	EA	\$ 320.00
6641267	RECURRING SHREDDING SERVICES	20BIN	BI-WEEKLY	EA	\$ 331.00

PRICING NOTES:

- All recurring services listed above are invoiced on a monthly basis.
- Recurring services are subscription based, subscriptions are 12-Month Subscriptions

Shredding Services Overview—Subscription Pricing

Weekly Services

ODP SKU	Description	QTY Bins / Consoles	Service Frequency	Column5	Subscription Price Billed Monthly
7120712	RECURRING SHREDDING SERVICES	4BIN	WEEKLY	EA	\$ 220.00
7115076	RECURRING SHREDDING SERVICES	5BIN	WEEKLY	EA	\$ 260.00
9050060	RECURRING SHREDDING SERVICES	6BIN	WEEKLY	EA	\$ 314.99
8047525	RECURRING SHREDDING SERVICES	7BIN	WEEKLY	EA	\$ 340.00
6843221	RECURRING SHREDDING SERVICES	8BIN	WEEKLY	EA	\$ 380.00
5803596	RECURRING SHREDDING SERVICES	9 BIN	WEEKLY	EA	\$ 420.00
9599563	RECURRING SHREDDING SERVICES	10BIN	WEEKLY	EA	\$ 442.00
7372083	RECURRING SHREDDING SERVICES	11BIN	WEEKLY	EA	\$ 464.00
7741707	RECURRING SHREDDING SERVICES	12BIN	WEEKLY	EA	\$ 486.00
8937624	RECURRING SHREDDING SERVICES	13BIN	WEEKLY	EA	\$ 508.00
8494167	RECURRING SHREDDING SERVICES	14BIN	WEEKLY	EA	\$ 530.00
9596904	RECURRING SHREDDING SERVICES	15BIN	WEEKLY	EA	\$ 552.00
8277836	RECURRING SHREDDING SERVICES	16BIN	WEEKLY	EA	\$ 574.00
8707272	RECURRING SHREDDING SERVICES	17BIN	WEEKLY	EA	\$ 596.00
9618181	RECURRING SHREDDING SERVICES	18BIN	WEEKLY	EA	\$ 618.00
4863380	RECURRING SHREDDING SERVICES	19 BIN	WEEKLY	EA	\$ 640.00
5017473	RECURRING SHREDDING SERVICES	20BIN	WEEKLY	EA	\$ 662.00

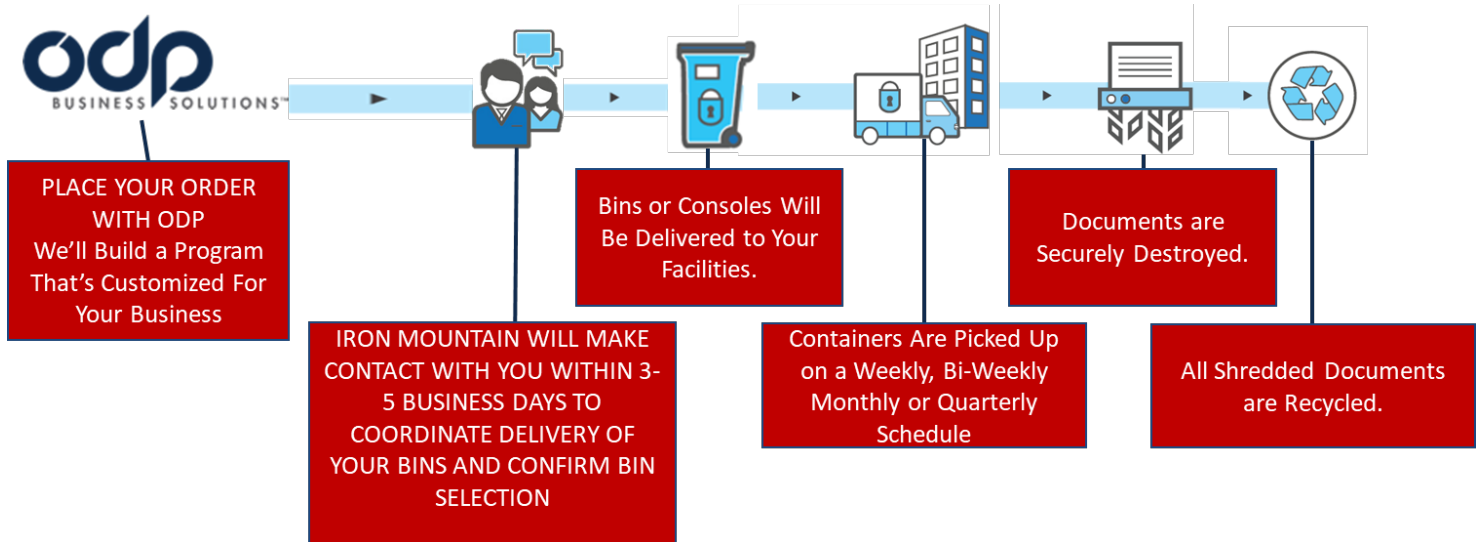
Quarterly Services

ODP SKU	Description	QTY Bins / Consoles	Service Frequency	UOM	Subscription Price Billed Monthly
5974757	RECURRING SHREDDING SERVICES	UP TO 4 BINS	QUARTERLY	EA	\$ 90.00

PRICING NOTES:

- All recurring services listed above are invoiced on a monthly basis.
- 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.**

Office DEPOT.



business.officedepot.com



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