

Greystar Document Destruction Guide

Requesting Service

- To start your service, log into the ODP Business Services website either via OPS or web direct access.
- Once logged in, click on the Shopping Lists link at the top of the screen.



- Scroll through the lists until you find SHREDDING ONGOING (for regular service) or SHREDDING ONE TIME (for a single pickup project). Click on the desired list.
- The next page will show you the services available to add to your cart. For SHREDDING ONGOING, that includes...

Service	Frequency	SKU	Greystar Price Per Month
Quarterly (up to 4 containers)	Quarterly	4836122	\$30.00
Monthly (up to 4 containers)	Monthly	5213011	\$64.99
Twice Monthly (up to 4 containers)	Twice Monthly	6144476	\$139.99
Weekly (up to 4 containers)	Weekly	7120712	\$280.99

If you selected SHREDDING ONE TIME, those services include...

Service	SKU	Greystar Price
Up to 3 boxes	9804849	\$89.00
X small - up to 20 boxes	6601569	\$255.99
Small - up to 50 boxes	6850437	\$399.99
Medium - up to 100 boxes	6850179	\$535.99
Large - up to 150 boxes	3807231	\$595.99
X Large - up to 200 boxes	3355006	\$680.99
Extra small - 1 bin	8512284	\$160.99
Small - up to 5 bins	4709376	\$310.99
Medium - up to 13 bins	5834775	\$530.99
Large - up to 21 bins	3748898	\$750.99

- Simply select the service (ongoing or one time) and click on the  button.
- Then click on the  cart button in the upper right corner of the screen.
- Confirm the items in your cart and click .

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- From the checkout screen, verify the shipping address. **This 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.**
- Next, select the check box and then click [Place Order](#)

* Required Information

- ☐ By checking this box, you agree to our [Terms & Conditions](#). If you are purchasing a subscription, you agree to be automatically charged for each recurring delivery for the agreed duration of the subscription.

Next Steps

- An Iron Mountain (ODP Business Solutions’ partner) agent will contact you within 3 to 5 business days either by email or phone to...
 - Confirm service address
 - Confirm service frequency
 - Confirm hours of operation
 - Schedule initial bin drop off
 - Confirm bin selection and quantity

65-gallon bin

Neutral Gray color
Holds approximately
230 lbs. (4-5 boxes)
43”Hx26”Wx30”D



Console

Light gray laminate
Holds approximately
100 lbs. (2 boxes)
32”Hx19”Wx16”D



- This Iron Mountain Agent will be your point of contact until your first service is provided.
- If an Iron Mountain Agent has not contacted you after 5 days of placing your order, please email john.bagli@ironmountain.com

Assistance

- Call 1.800.888.2774 to report missed services, to add consoles or to request lost keys. **Please let the agent know your department number is ODBSM.**
- Email Keith.Washington@odpbusiness.com for escalation.
- Email Ken.Rose@odpbusiness.com if you need to cancel your service.