



Account number: _____

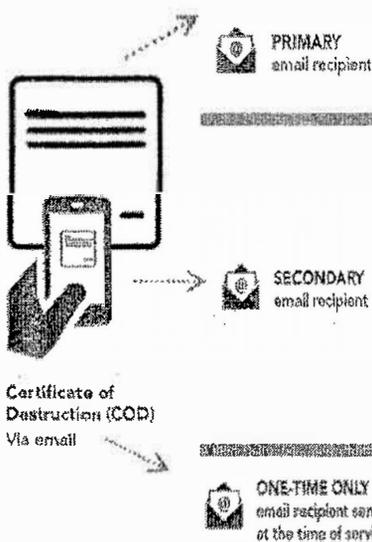
Account Name: State of Tennessee

Dear Valued Customer,

As part of our on-going commitment to environmental sustainability we will soon begin providing our **Certificates of Destruction (COD)** digitally via email. We expect you will start receiving yours in June.

Your Driver/CSR will have the ability to email your Certificate of Destruction to a **PRIMARY** contact, **SECONDARY** contact, and **ONE-TIME** recipient, after your service is complete. To ensure your COD goes to the right person, please provide the contact name and email address of the person you would like to be identified as the **PRIMARY** COD recipient. At the same time please verify that the **SECONDARY** email recipient identified below is the correct Driver/CSR contact for your day-to-day service

Lastly, please let us know the **earliest** and **latest** times each day that we can arrive to service your account. We plan on expanding our service hours based on our customers' needs.



Contact Name: _____

Contact email: _____

Contact Name: _____

Carmen (Facilities Manager)

Correct?
YES
NO

Correct name: _____

Contact Email: _____

Not Found Please Provide

Correct?
YES
NO

Correct Email: _____

	The earliest your account can be serviced	The latest your account can be serviced
If hours of Operation are the same M-F, check here <input type="checkbox"/>		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please list below any past service dates that you currently need CODs:

We appreciate your business!

Your Shred-it® Team

3/2/2018