

# SHRED CLEANOUT CHECKLIST



## AUSTRALIA

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## NEW ZEALAND

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Email: sds.orders@ironmountain.com

Account Number:		Date:	
Site Contact:		Alternative Contact:	
Phone:		Phone:	
Items to be collected: (boxes, pallets)		If other, please specify:	
Site Address:			

## SECTION 1. Cartons

Quantity:		Contents of Cartons:		If other, please specify:	
Standard Carton Size (20L):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Condition of the cartons:			
Are they on pallets: If cartons are on pallets, Section 2 must be completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please describe location of items:			
Is there parking at the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other special requirements:					

## SECTION 2. Pallets (If Applicable)

Quantity:		Pallet Type:		If other, please specify:	
Replacement pallets:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are they shrink wrapped:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Forklift:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Where are the pallets located:			
Other special requirements:					