

SHREDDING SERVICES PREFERRED PROVIDER August 2019

Cathy Heckmart SMU Purchasing
checkman@smu.edu 214-768-2174

Sierra Shred

6136 Frisco Square Boulevard, Suite 400
Frisco, Texas 75034
main: 469-252-1125
<https://www.sierrashred.com>

New Account Contact
Lucy Lucio, Service Manager
972-765-7776 (cell)
lucretialucio@sierrashred.com

Existing Account Contact
Shannon Morgan
469-252-1125 (office)
shannonmorgan@sierrashred.com

*** Vendor emails invoice to AP Invoices at invoices@smu.edu The department Financial Liaison routes invoice to the department for payment approval

NEW ACCOUNT SETUP

Required information to provide

1. Division, school or area
2. Department name
3. Service contact phone & email person who will interact with technician
4. Building & room #
5. Service address physical building address
6. Billing contact phone & email Financial Liaison

Service Requirements

7. Size of container (see pictures of bins on next page)
8. Frequency of service

SIZE OF CONTAINERS

- o 20 gallon secured bin 27" x 14" x 50 lb capacity
- o 35 gallon secured console cabinet 35" x 16" x 100 lb capacity
- o 65 gallon secured bin 43" x 20" x 200 lb capacity
- o 95 gallon secured bin 47" x 24" x 300 lb capacity

FREQUENCY OF SERVICE

- o Weekly
- o Bi-weekly
- o Monthly
- o Bi-monthly

SMU PRICING

1 Container

\$45 per service pickup for any size of container or frequency of pickup

Additional Container(s) for same department different floor or area

\$10 to \$20 per container based on size of container and frequency of service.

BILLING

1. Accounts are set up for each department or area.
2. Invoices are generated after each service pickup
3. Vendor will email invoice to Accounts Payable via invoices@smu.edu
4. Department Financial Liaison routes invoice to the department for payment approval

SERVICE BENEFITS

Cost effective, convenient, secure

On-site service at your location by professional Service Technician in staff