

## Beacon Shredding Process

1. Customer calls Work Desk to have a billable service request created for shredding
  - Work desk will:
    - a. Identify "Beacon" shredding on work order
    - b. Identify frequency pick up needs
2. Customer will be contacted by Beacon Customer Service Department for delivery location and delivery date
3. Beacon will pick up on scheduled frequency and customers will sign to verify pick up
4. Beacon will invoice FM at the end of the month, separated out by service requests

### Fees:

- Initial \$50 drop off has been waived for University of Arizona
- If customer sets up on a delivery schedule cost is .05 per pound
  - Delivery schedule example- once a month or twice a year or whatever customer needs are
- One time purge cost will be \$50 drop off up to 1,000 lbs
  - Anything over 1,000 lbs will be .05 per pound
- Off schedule pick up will be \$50 per customer