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## SCHEDULE A – RATES & SERVICES

Provided To: State of Maine – All Departments and Agencies  
 Effective Dates: July 1, 2020 to June 30, 2021 – Renewal Period #2

### RECURRING DOCUMENT DESTRUCTION PROGRAM:

Description	Rate	Per Unit
Certified Document Destruction Program – On-Site Service	\$ 0.05	Per Pound
- Regulatory Compliance through NAID AAA Certified Mobile Destruction Service	INCLUDED	
- Locked 64/96 Gallon Containers and Executive Office Consoles	INCLUDED	
- 3 <sup>rd</sup> Party Security Audits – Including Random, Unannounced Audits	INCLUDED	
- Uniformed, Trained Employees – Screened, Drug Tested, Security/HIPAA Trained	INCLUDED	
- Bar-Code Tracked, Locked Shredding Containers	INCLUDED	
- Scheduled Recurring Service Stops	INCLUDED	
- Detailed Departmental Billing & Work Order History	INCLUDED	
- Usage Reports by Location & Department (w/ Volumes Shred & Recycled)	INCLUDED	
- Discounted Rates for Purge Projects	INCLUDED	

\*On-Site Shredding Service Program rate per pound is based on Customer's agreement to maintain its Shredding Program Pricing based on a minimum monthly volume of 45,000 pounds; otherwise, tiered rate structure may apply for volumes less than 45,000 pounds per month, excluding non-regularly scheduled purge projects or any reduction directly caused by Company or its operations. Shredding On Site may adjust service frequencies and scheduling at any time based on bin utilization and service requirements by department and/or location.

\*\*Effective January 1, 2020 or upon renewal: At time of service shredding operators will determine if the shredding bin is up to 25%, 50%, 75% or 100% full, mark it as such on the work order, and then shred the contents of the bin. The amount charged for the fractional utilization will be calculated using the current "by the pound" rate and the equivalent fractional weight of an average full bin at 280 Lbs (tared), which will be reflected on the monthly invoice and reporting.

### CERTIFIED DESTRUCTION SERVICES:

Description	Rate	Per Unit
Hard Drive Destruction – On-Site with Mobile Shredding Truck <b>**NEW**</b>	\$ 5.00	Hard Drive
Hard Drive Destruction – Off-Site at Secure Destruction Facility	\$ 0.95	Pound
Electronic Media Destruction – Off-Site at Secure Destruction Facility - Shredding, Microfiche, Microfilm Media, Plastics, Tapes, CDs	\$ 0.95	Pound
Shredding Container Lease (Purge Projects)	\$ 10.00	Container/Month
Labor For Purge Projects	Quoted Upon Request	

\*Transportation charges for off-site destruction services may apply.

**OPT OUT OF CPU AND HARD DRIVE SERIAL NUMBER RECORDATION (Check if applicable)**

*By checking the above and signing this agreement, Client OPTS OUT of CPU/Hard Drive Serial number recordation.*