

LAKESIDE CONFIDENTIAL DOCUMENT DESTRUCTION SERVICE FOR PEACE OF MIND



SERVICE AGREEMENT

Please complete shaded areas below

Company Name
Address
City, State, Zip
Contact Name

Date
Phone
Fax
Email

Description of Services

Lakeside Shredding Services provide the following services:

- **Pick up of materials to be destroyed** — Lakeside Document Destruction Service Staff will have visible company identification as well as a picture ID. Materials picked up will be secured using tamper-resistant tape and security seals. Materials will be transferred to company truck for transportation to Lakeside location.
- **Transport materials to Lakeside Document Destruction Service site** - All materials are securely contained during transfer and protected from wind or other atmospheric conditions.
- **Materials will be destroyed within 3 days of pick-up (unless otherwise authorized)** — Materials will be stored in a secure area until the shredding process occurs. Lakeside Center utilizes a monitored alarm system with a closed circuit camera system monitoring all access points to the secured area.
- **Material is destroyed and bagged for disposal** – Lakeside’s shredding system is a 16 series high volume shredder. The shred width is 5/8”. All shredded material is bagged and disposed of in a compactor.
- **Material Chain of Custody and Certificate of Destruction** — A material “Chain of Custody” document will be produced for each pick up that is made. This will detail exactly who comes into contact with the material and the status of the material at any given time according to certification standards. The notarized “Certificate of Destruction” is produced and verifies that all material has been destroyed and disposed of properly.

Agreement made on this date, _____ by and between _____ and Lakeside Document Destruction Service. Both parties being desirous of complying with the HIPAA Regulations recognize that Lakeside Document Destruction Service is a Business Associate as defined by the HIPAA Regulations. Lakeside Document Destruction Service will receive Protected Health Information (PHI) from _____ for the sole purpose of disposal of this material by shredding in conformity with the HIPAA Regulation. Lakeside Document Destruction Service will issue a notarized Certificate of Destruction in the format recommended by HIPAA. _____ has done due diligence in choosing Lakeside Document Destruction Service as a Business Associate in relying on the information presented to us by Lakeside Document Destruction Service and have verified the information given.

Pricing

0-50 lbs \$10.00
51-100 lbs \$20.00
> 100 lbs \$.175 per pound

please call for special rate for large orders

Material collection bins to be provided:

- Office Style Cabinet bin
 Dumpster Style Collection Bin
 No Bin Requested

I give permission for Lakeside Document Destruction Service to store confidential documents received from _____

in a secure location until actual time of destruction for a period of :

- No longer than 3 days
 3 – 7 days maximum
 up to 14 days

Please mail; fax; or drop off completed form to K. Frierson at 1301 S. Lewis Ave Waukegan IL 60085. Fax: 847-662-9720 Voice: 847-540-3767 – You will be contacted for confirmation of pick-up date.

Agreed and Accepted by _____

Agreed and Accepted by _____

On Behalf of _____

Kim Frierson
Senior Operations Manager
Lakeside Document Destruction Service