



Recycling Work Sheet

Yes	No	Data On Hard Drive Needs to Be Wiped
Yes	No	Certificate of Data Destruction
Yes	No	Certificate of Destruction on Systems
Yes	No	Certificate of Destruction on Monitors
Yes	No	Certificate of Destruction on Printers
Yes	No	Certificate of Destruction on Internal Components
Yes	No	Certificate of Destruction on Peripherals

After hard drive cleansing done to DOD standards, it is impossible to recover data using any method

Item	Quantity	Notes	Price		
Hard Drive Cleansing			\$15.00		
Systems			\$15.00		
Monitors			\$15.00	\$17.00	\$20.00
Printers			\$15.00		
Internal Components			\$2.00		
Peripherals			\$2.00	\$4.00	\$6.00
Certificates of Destruction					
Class 1		Certificate with Item Only	\$1.00		
Class 2		Certificate with Item, Model and Serial Number	\$4.00		

I certify that I am responsible and authorized to make the decision for the disposal of the above equipment. The items listed above do not contain any wanted data. Unless otherwise stated in Table No. 1, no data will be wiped from any products. I agree to pay the above prices for recycle /disposal of all above equipment.

Company Name _____

Authorized Signature _____, Date _____

Printed Name _____