

# COST ESTIMATE

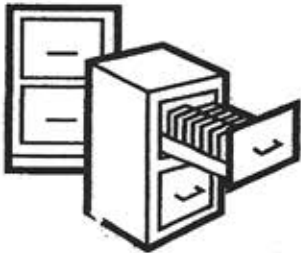
To receive a fast, FREE estimate on your specific job,  
Please complete this sheet & FAX to:  
**(815) 932-3838**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact / Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Date: \_\_\_\_\_



# of standard File Drawers  
to be emptied: \_\_\_\_\_



# of Letter-size Bankers  
Boxes (24" long x 12 1/2"): \_\_\_\_\_

# of Legal-size Bankers  
Boxes (24" long x 16"): \_\_\_\_\_

# of Short Letter Boxes  
(16" long x 12 1/2"): \_\_\_\_\_



Stacked Paper or Files  
(# of feet high): \_\_\_\_\_

Computer Paper  
(# of feet high): \_\_\_\_\_

Other (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• MDD will transfer records from your building to MDD's on-site equipment; no special preparation of materials is necessary.

• MDD can provide Bankers Boxes and/or labels to organize shred material.

How soon would you like the job completed? \_\_\_\_\_

Do you have an interest in regularly-scheduled MDD service? Yes \_\_\_ No \_\_\_

**Estimated Cost  
of Service:**

\$ \_\_\_\_\_

Estimate good for 14 days from date above; may require verification and inspection of materials.