

SHREDDING SERVICES PREFERRED PROVIDER

Effective 10-1-25

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*****NOTE: Pricing for existing accounts will be adjusted to Price Schedule below beginning 1-1-2026.**

Sierra Shred

6136 Frisco Square Boulevard, Suite 400
Frisco, Texas 75034
main: 469-252-1125
<https://www.sierrashred.com>

New Business Account Contact: *(New to using Sierra Shred)*

Lucy Lucio, Service Manager/Owner
469-252-1125 x 1
lucretialucio@sierrashred.com

Existing Account Contact: *(Have used Sierra Shred in the past)*

Shannon Morgan
469-252-1125 x 2
shannonmorgan@sierrashred.com

NEW ACCOUNT SET-UP

Required information to provide:

1. Division, school or area
2. Department name
3. Service contact phone & email – person who will interact with technician
4. Building & room #
5. Service address – physical building address
6. Billing contact phone & email – Financial Liaison
7. **Service Requirements**
 - Size of container – *see pictures of bins on next page*
 - Frequency of service

SIZE OF CONTAINERS

- 20 gallon secured bin – 27"x11"x20" – 50lb capacity
- 35 gallon secured console or bin – 35"x19"x17" – 100lb capacity
- 65 gallon secured bin – 43"x26"x30" – 200lb capacity
- 95 gallon secured bin – 47"x26"x27" – 300lb capacity

FREQUENCY OF SERVICE

- Weekly
- Bi-weekly
- Monthly
- Bi-monthly
- Quarterly
- Temporary Service

SMU PRICE SCHEDULE

Effective 10-1-2025

1) Weekly, Bi-Weekly, Monthly, Bi-Monthly Service

1 Container Per Service for **Ground Floor** locations

\$45 – 20 gallon or 35 gallon

\$50 – 65 gallon

\$55 – 95 gallon

- Add \$5 per container for locations on **floors 2-12**
- Add \$10 per container for location on **floor 13 or higher**

- Additional containers for same department are \$10 each to \$25 each based on size of container and frequency of service

2) Quarterly & Temporary Service

1 Container Per Service for **Ground Floor** locations

\$55 – 20 gallon or 35 gallon

\$60 – 65 gallon

\$65 – 95 gallon

- Add \$5 per container for locations on **floors 2-12**
- Add \$10 per container for location on **floor 13 or higher**
- Additional containers for same department are \$35 each to \$40 each based on size of container and frequency of service
- Temporary Container Delivery Fee - \$55 for 1st bin, \$20 for each additional bin

3) **Additional Shredding & One-Time Service**

\$65 minimum up to 1-95 gallon bin, then \$6 per additional standard box or \$60 per additional 95 gallon bin, plus \$10+ per 95 gallon bin per logistical issue (ex. Dock height, box removal, excessive distance, etc.)

BILLING

1. Accounts are set up for each department or area.
2. Invoices are generated after each service pickup.
3. Vendor will email invoices to Accounts Payable via invoices@smu.edu.
4. Department Financial Liaison routes invoice to the department for payment approval.

SERVICE BENEFITS

- ✓ Cost-effective, convenient, secure.
- ✓ On-site service at your location by professional Service Technician in state-of-the-art shredding truck.
- ✓ Secure paper shredding at your business locations.
- ✓ Containers provided and set up FREE of charge.
- ✓ Variety of shredding service schedules available.
- ✓ Discounted pricing for additional paper shredding at time of recurring service.
- ✓ Signed Confidentiality Agreement & Certificates of Destruction provided.
- ✓ All material recycled. Go Green!

BINS AVAILABLE



**20 Gallon
Secured Bin**
27"x11"x20"
50lb Capacity



**35 Gallon
Secured Console**
35"x19"x17"
100lb Capacity



**65 Gallon
Secured Bin**
43"x26"x30"
200lb Capacity



**95 Gallon
Secured Bin**
47"x26"x27"
300lb Capacity