

Service Startup Request Form

Secure Document Destruction Services - Iron Mountain Canada Corporation – Vendor of Record

Please copy this form to your shared drive, complete it, and then send it as an email attachment to Iron Mountain at tcshredimplementation@ironmountain.com.

Please contact the OSS Contact Centre at 416-326-9300 or toll free at 1-866-979-9300 for any inquiries.

Billing Address:

Ministry/Agency Name:

Branch/Unit Name:

Address Line 1:

City/Town:

Address Line 2:

Province: Ontario

Postal Code:

Cost Centre Code →
(mandatory)

Attention to:

Delivery Address:

Ministry/Agency Name:

Branch/Unit Name:

Address Line 1:

City/Town:

Address Line 2:

Province: Ontario

Postal Code:

Main Contact:

Backup Contact Name:

Do you have any building access restrictions, such as loading docks, limited or no access to elevators, etc?

Contact Information:

Main Contact Name:

Telephone:

Email:

Backup Contact Name:

Telephone:

Email:

Shredding Containers

Of 65 Gallon Bins?



Of Consoles?

Of Mini Consoles?



Select your Required Service Frequency

- Weekly Bi-Weekly Monthly Bi-Monthly Quarterly Semi-Annually
 Annually

Note: In future, Iron Mountain's Customer Service staff can help you right-size your service frequency, if required.