

MFP Hard Drive Data Removal and Disposal Certification Form

Customer Information

End of Lease Date: _____

Company: _____

Contact Name: _____

Contact Email: _____ **Contact Phone:** _____

Method of Data Removal/Disposal

- Method:**
- Hard Drive Destruction**
Crush the hard drive, eliminating the possibility of recovering data. Includes data destruction confirmation certificate.
 - Erase Hard Drive & Re-Program**
 - Return to Customer**
Onsite or offsite removal of the hard drive, returning it directly to customer. Shipment and receipt verification provided.
 - Decline all Hard Drive Removal & Disposal Services**

** Please use a separate form for each method of data removal/disposal requested.*

Step 1: Assessment (Device Information)

		Date Completed	Cost
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____
Make/Model: _____	Serial Number: _____	_____	_____

** If more than 10 devices are included in removal and disposal, please use attached addendum.*

** If there is no charge for the service rendered, please indicate "NC" in the appropriate spot.*

Step 2: Customer Consent (Total Cost of Data Removal/Disposal)

Cost (Above): _____

Cost (Addendum): _____ **Total Cost:** _____

Customer's Signature: _____ **Date:** _____

PO Number: _____

Step 3: Customer Acceptance (Completion Review and Approval)

Your signature on this document represents that you have received all certificates and/or reports of data destruction (if applicable) and that any and all information/services provided is complete and to your satisfaction.

IT Manager's Signature

Customer's Signature

Date: _____

Date: _____

Dahill Technician's Signature

Date: _____

