

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?



210 pounds
109 cm high
66 cm wide
69 cm deep

Of Consoles?



70 pounds
102 cm high
51 cm wide
51 cm deep

Of Mini Consoles?



42 pounds
68.5 cm high
48.3 cm wide
48.3 cm deep

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. You can contact their Customer Service Team directly at 905-792-7099 ext. 2604 or toll free at 1-877-459-8326 ext. 2604.