

What is a Certificate of Destruction?



A Certificate of Destruction (COD) is a document containing confirmation that your paper or hard drives have been destroyed. Every Shred-it® customer receives a Proof of Service (POS) confirming that their material has been collected. If you receive [on-site shredding service](#) (meaning your paper or hard drives are shredded at your location rather than at a Shred-it® facility) your POS also effectively serves as a COD because destruction occurs at the time of service.

Sample of a Shred-it® Proof of Service/Certificate of Destruction

Stericycle
We protect what matters.

Shred-it
A Stericycle® Solution

Date: 09/04/2023
Customer PO:
Reference Document #:
1234567890

Proof of Service Receipt

Customer Profile

Ship-To:
ABC INDUSTRIES, INC.
1234 MAIN STREET
GREAT TOWN, AB 01234

Contact: Susan Smith
Customer Site #: 10001234567
Phone #: 555-555-5555

Secure Information Destruction

Order Summary

| | | | |
|-----------------------------------|------------------------------|------------------------------------|--|
| Containers Served: 1 | Truck Number: 004101B | Service Frequency: One Time | |
| Additional Items Served: 3 | Time In: 8:40 AM | Time Out: 8:54 AM | |
| Type: Hard Drive | | | |
| Opt-out agreement: No | | | |

Hard drives or SSD material are punctured using on- or off-site shredding equipment.

Containers Not Served:
Service Type: INSTALL

Order Details

| Container Barcode | Container Description | Unit Scan Time | Truck Scan Time |
|-------------------|-----------------------|----------------|-----------------|
| D0000123456 | CONSOLE (STANDARD) | 8:50 AM | 8:51 AM |

Customer: Dilia

Service Professional: Kalen Coll

Unless otherwise agreed to in writing, the following are Stericycle's NAID Certified and Non-NAID Certified Services:
 • **NAID Certified Services:** Hard Drive Destruction, Mobile Destruction, Non-Paper Destruction, Offsite Destruction, Product Destruction, SSD Destruction.
 • **Non-NAID Certified Services:** Micro Media Destruction, Incineration Services, Product Disposal, Product Recycling.

For help, call 1-866-783-7422. Please have your customer site number available so we can get the right representative to your account.

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A Proof of Service contains all the essential information pertaining to your [shredding service](#) such as:

- ▶ Account Details (name, address, etc.)
- ▶ Order Number
- ▶ Service Type
- ▶ Service Date/Time
- ▶ Equipment Used
- ▶ Consoles Served

For more information, contact us at 800-697-4733 or visit us at [Shredit.com](https://www.shredit.com).

We protect what matters.™

