



# End-of-Life Media Sanitization and Destruction Service

## End-of-Life Media Order Processing Form

### Customer Information

Company \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

### Service Requested

- Degaussing Only (magnetic erasure - works only on HDDs and other magnetic media)
- Crushing Only (Physically destroys hard drive chassis and platters - does not erase data)
- Degaussing & Crushing (recommended for optimum security)

### Media Details/Quantity

3.5" Hard Drives (standard desktop drive) \_\_\_\_\_

2.5" Hard Drives (laptop/notebook drives) \_\_\_\_\_

Backup tapes (DAT, LTO, DLT, etc. - Degaussing only) \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
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\_\_\_\_\_

I hereby certify that all media is authorized for destruction and not under legal hold.

Authorized Signature \_\_\_\_\_

Print Name \_\_\_\_\_