



Service Agreement

Town of Cortland
59 S Somonauk Rd
PO Box 519
Cortland, IL 60112

Contact: Julie Abraham
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Service Overview

- Provide Shred Day services on October 25, 2025 at 100 S. Llanos St., Cortland, IL 60112.
- \$600 for 2 employees and 2 trucks (1 mobile shredder, 1 panel truck) for 3 hours.
- \$100/hour for each additional hour beyond 3 hours.
- \$70 per 95-gallon tote (minimum of 10 totes).
- IVDD will remove all leftover cardboard boxes.
- Includes on-site shredding of up to 50 boxes of documents from the Town of Cortland's office prior to public shred.
- IVDD will provide a Certificate of Destruction.
- All shredding will be conducted in compliance with HIPAA, FACTA, and GDPR requirements. Illinois Valley Document Destruction is NAID AAA Certified, and a Certificate of Destruction will be provided by a NAID-certified representative.

Acceptance

Signature of Acceptance: _____ Date: _____

The individual signing this agreement on behalf of the customer acknowledges that they have read and understand the terms and conditions of this agreement, as listed on the second page, and have the authority to sign on behalf of the customer.

Illinois Valley Document Destruction, LLC:

Name: _____

Title: _____

Signature: _____

Date: _____



Terms and Conditions

1. Document Destruction Services. Illinois Valley Document Destruction, LLC ("IVDD") will collect, destroy, and properly recycle the Customer's paper and agreed-upon materials ("CCM"). Hazardous, flammable, toxic, biohazardous, radioactive, or illegal materials are prohibited.
2. Pricing & Payment Terms. Customer shall pay the Service Fee upon completion of service, and no later than 14 days thereafter. Late payments will incur interest at 1.0% per month or the maximum permitted by law. If Customer cancels service after IVDD has arrived, Customer shall pay the Minimum Charge.
3. Surcharges. IVDD may impose fuel, energy, environmental, or recycling recovery surcharges at its discretion. Such surcharges may appear on the invoice.
4. Limitation of Liability. Neither party shall be liable for indirect or consequential damages. IVDD's liability is limited to the amount of Service Fees paid by Customer.
5. Confidentiality. IVDD will keep all CCM and related information confidential, except as required by law. Customer shall not disclose IVDD's pricing or policies.
6. Compliance with Laws. Both parties will comply with all applicable laws and regulations.
7. Miscellaneous. This Agreement constitutes the entire understanding between the parties. Modifications must be in writing and signed by both parties. This Agreement is binding upon successors and permitted assigns. IVDD acts as an independent contractor. Disputes shall be resolved exclusively in the Circuit Court of LaSalle County, Illinois.