

SECURE IT RECYCLING

123 Data Drive, Tech City  
contact@secureitrecycle.com  
VAT: 00-0000000

INVOICE

#INV-  
Date:

BILL TO:

PROJECT DETAILS:

Collection Date:  
Site Contact:  
PO Number:

| Asset Category & Description      | Qty | Unit Price | Amount |
|-----------------------------------|-----|------------|--------|
| Hard Drive Shredding (On-site)    |     | \$         | \$     |
| Server/Rack Decommissioning       |     | \$         | \$     |
| Secure Logistics & Transportation |     | \$         | \$     |
| Certificate of Destruction Fee    |     | \$         | \$     |
| Subtotal:                         |     |            | \$     |

Tax: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Compliance & Data Security:**

All assets listed above are processed in accordance with NIST 800-88 standards and local environmental regulations. A serialized Certificate of Destruction (CoD) will be issued upon completion of final processing.

Payment Terms: Net 30. Please make checks payable to Secure IT Recycling.  
Thank you for choosing secure and sustainable asset disposal.