



Sam Houston State University

A Member of The Texas State University System

Shredding and/or Recycling Pick Up Request Form

Requestor:	_____
Department:	_____
Phone #:	_____
Building:	_____
Room #:	_____

Number of boxes to be picked up:	
Shredding	_____
Recycling	_____

Is department's presence required when shredding is done?
Yes _____ No _____

If recycling, how many replacement boxes are needed?	_____
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Cardboard to be picked up?	Yes _____	No _____
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Toner Cartridges to be picked up?	Yes _____	No _____
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Please email completed form to:
shreddingandrecycling@shsu.edu

Shredding & Recycling Dept.
294-1886