



Customer P.O. Number
(optional)

Hard Drive Data Destruction Release Authorization
(Required With All Shipments)

Hard Drive Release Section (To be completed by the end user/client/owner of HDD Data)

Hytec Dealer Services, Inc. (Hytec) accepts delivery of described hard disk drive shipment at our facility located at 3600 Vineland Road, Suite 121 Attn: Drive Secure, Orlando, FL 32811. Hytec certifies that this is an insured, bonded, and secure facility; and certifies that upon receipt, hard disk drives will be stored in a locked area pending destruction or sanitization.

I, _____ (Name of Authorized Client Representative), hereby release sensitive material belonging to, _____ (Client/Organization), for Data Destruction of such material. Upon completion of Data Destruction Services, I will receive a Certificate of Data Destruction electronically. All certificates will reference the unique hard drive serial number(s). It is also recommended that you reference drives sent to Hytec for your own records.

Number of Drives in Shipment: _____ Email for Certificate: _____

Date: _____ Authorized Client Signature: _____

By checking this box, I authorize the above listed name as an e-signature.

Office Imaging Dealer Section (To be completed by Office Imaging Dealer)

Office Imaging Dealer Name: _____ City, State: _____

Contact Name: _____ Phone: _____ Email: _____

Yes, I require an additional copy of **Certificate of Data Destruction** to be sent to me electronically.

Please Check Appropriate Data Destruction Service (for multiple solutions per order, please complete separate forms)

Data Destruction	Drives will be completely erased to DoD 5220.22-M directive & become the property of Hytec Dealer Services, Inc. Unusable drives will be completely destroyed & recycled in accordance with governmental regulations.
Drive Sanitization & Return <i>*complete return section</i>	Hard drives will be erased to DoD 5220.22-M directive, and returned to the address listed in the return section of this form.

HDD Return Shipping Section

Drive Sanitization & Return Service (requires a shipping address to return sanitized drives)

Company Name: _____ Attention/Phone: _____

Address: _____ City, State, Zip: _____

Hytec Dealer Services, Inc. Internal Use Only

Date of Receipt at Hytec		Drive Quantity Received	
Hytec Authorized Representative		Hytec Order Number	

COMPLETE DRIVE SOLUTIONS FOR IMAGING PRODUCTSSM