

# MI SECURE, LLC

ELECTRONIC MEDIA DESTRUCTION





---

<b>ELECTRONIC MEDIA DESTRUCTION PICK-UP PROCEDURE . . . . .</b>	<b>1-2</b>
---	------------

---

<b>ON-SITE SCANNER RECEIPT . . . . .</b>	<b>3</b>
--	----------

---

<b>EMD DESTRUCTION WORK ORDER FORM . . . . .</b>	<b>4</b>
--	----------

---

<b>SALES FORM . . . . .</b>	<b>5</b>
-----------------------------	----------

---

<b>EQUIPMENT SERIAL NUMBER LOG . . . . .</b>	<b>6</b>
--	----------

---

<b>ELECTRICAL MEDIA RELEASE FORM . . . . .</b>	<b>7</b>
--	----------

---

<b>CERTIFICATE OF DESTRUCTION . . . . .</b>	<b>8</b>
---	----------

---

<b>CONTACT . . . . .</b>	<b>9</b>
--------------------------	----------

---



- 1. MI SETS A TIME WITH THE CUSTOMER TO ARRIVE ON SITE WITH LOCKBOXES.**



- 2. MI TECHNICIAN WILL BAR-CODE SCAN EACH PIECE OF MEDIA PRIOR TO LOADING THEM INTO THE LOCKBOX.**



- 3. ONCE ALL THE MEDIA IS LOADED INTO THE LOCKBOXES, THE MI TECHNICIAN WILL ASK THE CUSTOMER'S IT STAFF PERSON TO SIGN OFF ON THE NUMBER OF HARD DRIVES AND OTHER MEDIA THAT HAS BEEN SCANNED.**



- 4. A PRINT-OUT OF ALL THE MEDIA (BY SERIAL NUMBER) THAT HAS BEEN SCANNED WILL BE PROVIDED.**



**5. PRIOR TO SEALING THE BOX FOR TRANSPORT, THE MI TECHNICIAN PROVIDES A SERIALIZED SECURITY BOLT FOR THE IT STAFF MEMBER TO RECORD AND THEN THE BOX IS LOCKED.**



**6. CONTENTS ARE THEN TRANSPORTED TO THE MI FACILITY UNDER A GPS TRACKED VEHICLE TO SECAUCUS, NJ.**

**OTHER FORMS OF MEDIA THAT WE DESTROY INCLUDE:**

DLT TAPES



MAGNETIC TAPES



DVD'S/CD'S



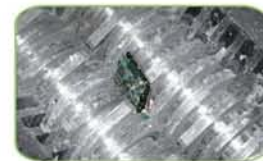
CELL PHONES



PDA'S




**7. UPON ARRIVAL, THE CUSTOMER IS NOTIFIED AND AN "INVITE" IS SENT WITH A PASSWORD TO LOG-ON AND VIEW THE SHREDDING OF THEIR MEDIA VIA AN IP CAMERA IN REAL TIME.**



**8. THE MEDIA IS THEN DESTROYED.**



**9. MI WILL GENERATE A CERTIFICATE OF DESTRUCTION ACCOMPANIED BY ALL THE SERIAL NUMBERS OF THE MEDIA DESTROYED. A DVD COPY OF THE PROCESS IS AVAILABLE UPON REQUEST.**

Morgen Industries, Inc.  
501 Penhorn Ave  
Building 1  
Secaucus, NJ 07094  
201.233.0072

SCAN DATE: 03/23/2007  
Invoice: 1F32007NJ  
Your Company  
123 Your St  
Your Town, YS00001

Item Number	Serial Number
1	LT139938
2	NN020474
3	LT088908
4	NN020298
5	LT006878
6	NN031235
7	LT079966
8	LT111815
9	91.7006-001
10	LT088088
11	LT090485
12	LT091024
13	LT026362
14	LT090538
15	LT111330
16	NN035367
17	NN130708
18	LT109501
19	LT006899
20	LT007993
21	NN030930
22	NN030821
23	LT026419
24	NN130810
25	LT008568
26	LT004230
27	LT007573
28	LT035783
29	NN030109
30	LT090536

Scanned by: mmilton

**GET MORGENIZED!**



**Electronic Media Destruction: Work Order Form**

<b>COMPANY:</b>	<b>BUSINESS NAME</b>	<b>ADDITIONAL LOCATION</b>	<b>SCHEDULED DATE:</b>	<b>4/17/2008</b>
<b>CONTACT NAME:</b>	<b>CLIENT NAME</b>		<b>DEPARTURE TIME:</b>	
	<b>PICK UP ADDRESS</b>		<b>START TIME (ONSITE):</b>	<b>9:00AM</b>
<b>ADDRESS:</b>	<b>1 MADISON AVE NEW YORK, NY 10001</b>		<b>SALES PERSON:</b>	<b>S Morgen</b>
<b>OFFICE NUMBER:</b>	<b>888.555.0909</b>		<b>JOB #</b>	<b>MI 0160</b>
<b>CELL NUMBER:</b>	<b>123.555.0808</b>		<b>JOB TYPE</b>	<b>EMD Scan</b>
<b>VEHICLE(S) NEEDED:</b>	<b>VAN</b>	<b>QTY: 1</b>	<b>JOB LEAD:</b>	<b>Technician</b>
		<b>QTY:</b>	<b>TOTAL TECHS:</b>	<b>2</b>
		<b>QTY:</b>		

**ADDITIONAL CONTACT INFO:**

<b>CONTAINER(S) NEEDED:</b>	<b>SQUARE</b>	<b>QTY: 1</b>	<b>BOLT NUMBER:</b>
	<b>SQUARE</b>	<b>QTY: 1</b>	<b>BOLT NUMBER:</b>
	<b>TOTER</b>	<b>QTY: 1</b>	<b>BOLT NUMBER:</b>

**ITEMS TO BE PICKED UP**

<b>HARD DRIVES:</b>	<b>ESTIMATED</b>	<b>239</b>	<b>ACTUAL</b>
<b>BLACKBERRIES:</b>	<b>ESTIMATED</b>		<b>ACTUAL</b>
<b>DLT TAPES:</b>	<b>ESTIMATED</b>	<b>144</b>	<b>ACTUAL</b>
<b>4MM TAPES:</b>	<b>ESTIMATED</b>		<b>ACTUAL</b>
<b>DDS TAPES:</b>	<b>ESTIMATED</b>		<b>ACTUAL</b>
<b>FLOPPIES:</b>	<b>ESTIMATED</b>	<b>45</b>	<b>ACTUAL</b>
<b>ZIP:</b>	<b>ESTIMATED</b>		<b>ACTUAL</b>
<b>OPTICAL:</b>	<b>ESTIMATED</b>		<b>ACTUAL</b>
<b>MAG. TAPE TOTAL:</b>	<b>ESTIMATED</b>		<b>ACTUAL</b>

**WORK REQUIRED**

PICK-UP OF APPROXIMATE COUNT OF MEDIA ABOVE. SEAL CONTAINER AND DELIVER TO FACILITY FOR DESTRUCTION AT DATE AND TIME DETERMINED BY CLIENT.

**CUSTOMER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MI SECURE PERSONNEL SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_





**Electronic Media Destruction: Estimate Form**

<b>Job #:</b>		<b>Date:</b>	
---------------	--	--------------	--

<b>Sales Rep:</b>		<b>Channel Partner:</b>	
-------------------	--	-------------------------	--

<b>Company Name:</b>			
----------------------	--	--	--

<b>Billing Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	

<b>A/P Name:</b>		<b>A/P Contact No. :</b>	
------------------	--	--------------------------	--

<b>Site Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	

<b>Contact:</b>		<b>Phone #:</b>	
-----------------	--	-----------------	--

<b>Cell #:</b>		<b>Fax #:</b>	
----------------	--	---------------	--

<b>E-mail:</b>			
----------------	--	--	--

<b>Date of Pick-up:</b>	
-------------------------	--

	<b>Y or N</b>
<b>Customer opts to use own shipping containers &lt; 20 Hard Drives</b>	

<b>Ship via 3rd Party:</b>		<b>Tracking Number:</b>	
----------------------------	--	-------------------------	--

<b>Additional Instructions:</b>			
---------------------------------	--	--	--

	<b>Total No.</b>	<b>Unit Price</b>	<b>Total</b>
<b>Hard Drives</b>			<b>\$0.00</b>
<b>DLT Tapes</b>			<b>\$0.00</b>
<b>Optical Disk</b>			<b>\$0.00</b>
<b>Floppies / Zip Disks</b>			<b>\$0.00</b>
<b>Miscellaneous</b>			<b>\$0.00</b>

<b>Payment Option:</b>		<b>Tax:</b>	
------------------------	--	-------------	--

<b>Terms:</b>		<b>Total Amount:</b>	
---------------	--	----------------------	--

*Estimate Form - Total Amount subject to change upon the final inventory on-site*

<b>Client Name:</b>		
---------------------	--	--




**Electronic Media Destruction: Serial Number Log**

Company Name	Serial Num	Signature	addr1	city	state	zip	date	time	item num	Inv
	LN779059		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:38	1	UBS30455C1
	LN779060		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:48	2	UBS30455C1
	LN779061		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:50	3	UBS30455C1
	LN779062		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:52	4	UBS30455C1
	LN779063		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:54	5	UBS30455C1
	LN779064		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:56	6	UBS30455C1
	LN779065		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:50:59	7	UBS30455C1
	LN779066		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:01	8	UBS30455C1
	LN779067		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:04	9	UBS30455C1
	LN779068		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:07	10	UBS30455C1
	LN779069		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:13	11	UBS30455C1
	LN779070		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:15	12	UBS30455C1
	LN779071		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:18	13	UBS30455C1
	LN779072		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:21	14	UBS30455C1
	LN779073		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:23	15	UBS30455C1
	LN779074		677 Washington Blvd	Stamford	CT	6301	12/19/2006	6:51:27	16	UBS30455C1



CERT# 0001




**MI SECURE, LLC**  
ELECTRONIC MEDIA DESTRUCTION

**DESTRUCTION & RECYCLING CERTIFICATE**

This Certificate has been received for Destruction & Recycling

Hard Drives	100
DLT Tapes	50

\_\_\_\_\_  
Your Company



**MI SECURE, LLC**  
701 Penhorn Avenue,  
Building 7  
Secaucus, NJ 07094

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The above media has been shredded and recycled to all applicable local, state and federal guidelines

Date Of Destruction \_\_\_\_\_

Date \_\_\_\_\_



**MI SECURE, LLC**  
ELECTRONIC MEDIA DESTRUCTION

**DESTRUCTION & RECYCLING CERTIFICATE**

Item #	Serial Number	Item #	Serial Number	Item #	Serial Number	Item #	Serial Number
1	SGS3006325	26	SGS3006653				
2	SGS3006591	27	SGSF033877				
3	SGS3R71027	28	SGS3006616				
4	SGS8185439	29	SGS3006575				
5	SGS8185418	30	SGS3006830				
6	SGS8185425	31	SGS3006330				
7	SGS3006622	32	SGS3005759				
8	SGS8185397	33	3CD02A9X				
9	SGI1R27720	34	3CD10M4A				
10	SGS3006318	35	3CD15RF0				
11	SGS8185403	36	3CD028AM				
12	SGS8185431	37	3CD115V1				
13	SGS3006626	38	3BT1CRXM				
14	SGS8185394	39	3CE0RJMM				
15	SGS3006328	40	3CE08PT3				
16	SGSD501632	41	F80838BF7A				
17	SGS3006312	42	3CD026A9				
18	SGS3006587	43	LAV40578				
19	SGS3006598	44	F8085DB87A				
20	SGS3006815	45	LM917952				
21	SGSBD61882						
22	SGS8186036						
23	SGS3006583						
24	SGS1001153						
25	SGS3006638						



**MI SECURE, LLC**  
ELECTRONIC MEDIA DESTRUCTION

**CONTACT**

**701 PENHORN AVENUE  
BUILDING 7  
SECAUCUS, NJ 07094  
TEL. 201.223.0072  
FAX. 201.223.0073  
WWW.MISECURELLC.COM**

