



128K Hall Street
 Concord, NH 03301
 800-847-2463
 Fax (603) 225-4014
 www.mbp-inc.com

Date: _____
 Department: _____
 Contact: _____
 Ext: _____

Shredder Needs Analysis

Do you presently have a shredder in your department? Yes No
 If yes, make and model: _____

What are you shredding?

Please indicate the approximate quantity on each of the following:

Computer Paper

of cases per week: _____

Cut stock (8½" x 11" or 8½" x 14")

of reams / cases per week; _____ reams cases

How often do you shred?

As needed daily weekly never

Do you need to destroy non-paper based media such as the following? (if so, how often?)

microfilm / microfiche: _____

floppy disks: _____

credit cards / name badges / ID cards: _____

typewriter / fax / computer ribbons: _____

What type of shredder do you prefer?

Strip-cut

Cross-cut

No preference

Why: _____

Please rate the following list of features in order of importance from 1 (low) to 9 (high).

- ___ Quiet operation to permit use within the typical office.
- ___ User-friendly electronic functions which include auto-on/off, auto reverse, bag full indicators.
- ___ Compact design, taking up a minimum of office space.
- ___ Enclosed console cabinet to minimize dust and noise level.
- ___ Lifetime warranty on cutting blades.
- ___ Precision engineering & quality construction for long, trouble-free life.
- ___ Local Sales & Service for after purchase support.
- ___ Increased cutting capacity (sheets per pass) to speed the destruction of files and cut sheets.
- ___ Fast running speed (ft/min) to speed the destruction of computer printouts.