



**SERVICE CONTRACT**  
**Document and Information Destruction Services**

Company Name:	
Contact Person:	Billing Contact Person:
Email:	Invoice Email:
Phone:	Phone:
Service address (es):	Mailing address:

<b>Shred Bin Size:</b>	<b># of bins:</b>	<b>Billing Frequency (circle one):</b>
<input type="checkbox"/> Small 40" console	_____	Monthly
<input type="checkbox"/> Medium 64" gallon	_____	Quarterly
<input type="checkbox"/> Large 96" gallon	_____	Bi-Annually
		Annually
<b>Preferred pick-up day:</b>		
(*no pick-ups on Friday)		
Mon    Tues    Wed    Thurs		
<b>Pick-up frequency (circle one):</b>		
Monthly		
Quarterly		
Bi-Annually		
<small>*One team pick-up per requested frequency. Additional collection requests available outside of recurring account schedule for additional fee.</small>		

**Additional Notes / Requests:**

---



---



---

**Printed name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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

For mailed payments, please send to:  
 Empower Business Services  
 c/o Gatesway Foundation, Inc.  
 2448 E. 81st St.  
 Suite 5200  
 Tulsa, OK 74137

*\*Please be sure to include invoice number and company name on any payments sent by mail.*

## AGREEMENT

The purpose of this contract is to provide document destruction as Empower Business Services, formerly known as Gatesway Industries (GWI), as defined as the collection and shredding of the contents of locked security containers and consoles of various sizes placed throughout the agency.

**Scope of Services:** Empower Business Services (EBS) will collect materials using secure and locked containers. The contents of the containers will be destroyed off-site in a safe house fully equipped at the Iron Mountain processing center.

**Additional Fees:** Additional charges will be added to your account for any pick-up requests outside of your routine service schedule, extra bins are requested for one-time use, or bags / boxes in addition to your subscribed on-site shred bin collection.

**Confidentiality statement:** "Confidential Information" means any information contained in the deposits concerning or relating to the property, business, and affairs of the party, disclosing such information furnished to the receiving party. EBS shall implement and maintain reasonable safeguards to protect customer's confidential information.

**Specific Requirements:** Empower (EBS) is responsible for providing secured, lockable containers and consoles of various sizes. One key will be provided per customer account for access to the shred bin documents between scheduled pick-up dates. The truck crew shall be organized and equipped to handle data carefully. A certificate of destruction will be provided upon customer request.

**Container Requirements:** All containers / consoles must be kept in a safe, indoor area or protected and covered outdoor location, and the customer agrees to reach out if there is damage or the need for a new container.

**Customer Account Default:** If a customer fails to pay EBS account charges (other than disputed charges) within 30 days after the date of an invoice, contact will be made by Empower team to collect any outstanding balance on the account. If accounts are not paid current within 45 days of the invoice date, services will be suspended until outstanding fees are collected. Empower reserves the right to terminate unpaid contracts after 45 days. If service is terminated, the Empower team will work with you to schedule collection of any consoles or containers at your services location(s) within the following 30 days.

**Termination:** Either party may terminate this agreement upon written notice to the other party. Any outstanding account fees will be billed upon termination of the contract. Containers and consoles will be collected from service sites within 10 business days of termination date.

### Empower Business Services Team Contact Information

Kristina Watkins, General Manager

[kwatkins@gatesway.org](mailto:kwatkins@gatesway.org)

(918) 259-1489

Désiré Nana, Transition Liaison & Assistant GM

[dnana@gatesway.org](mailto:dnana@gatesway.org)

(918) 259-1470

Gary Wadley, Truck Team Coach

[gwadley@gatesway.org](mailto:gwadley@gatesway.org)

(918) 519-6838

Hours of Operation

Monday - Friday

9:00am-5:00pm

*Closed on major holidays*

Email Contact:  
[empower@gatesway.org](mailto:empower@gatesway.org)

Website:  
[empowerbusinessservices.org](http://empowerbusinessservices.org)