

Needs Analysis Form

Dahle Shredder Sales Division

Company Information

Company Name: _____ Contact: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

eMail: _____ Web: _____

Do you currently have a shredder?

No Yes If Yes, please describe manufacturer, model, and size: _____

What types of materials will you be shredding? Check all that apply

- Correspondence (8 1/2" x 11")
- Wide Computer Paper (11" x 15")
- CD's/DVD's
- Video Tapes
- Other—Please describe: _____

How much will you be shredding each day?

- Personal Size Shredders: Up to 100 sheets per day
- Small Office Shredders: Between 100 and 400 sheets per day
- Office Shredders: Between 400 and 2,000 sheets per day
- Department Shredders: Between 2,000 and 12,000 sheets per day
- High Capacity Shredders: 20390 Series: Between 12,000 and 28,000 sheets per day
- 20450 Series: Between 28,000 sheets and 2 tons per day

What Level of Security Do you need?

- Security Level 1: For shredding general internal documents
- Security Level 2: For shredding sensitive internal documents
- Security Level 3: For shredding confidential documents
- Security Level 4: For shredding secret documents
- Security Level 5: Espionage safe for extremely high demands of security
- NSA/CSS 02-01: Highest security level for the secure destruction of Top Secret COMSEC documents

Would you prefer your shredder to be a Strip Cut (general security) or Cross Cut (greater security)?

- Strip Cut: Documents are cut into thin unreadable pieces. Generally the strips will be as long as the document.
- Cross Cut: Documents are cut in two directions and produce smaller particles which provides greater security.

Does your organization require multiple shredders?

- 1-3 4-5 7+ no

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If you are considering a high volume shredder, how frequently will you be shredding?

- Daily
- Weekly
- Other _____
- Not sure

For high volume applications, the quality of material to be destroyed is commonly estimated both in terms of:

- A. Number of waste baskets within a department or building, and
- B. Total weight of records (a one-foot Banker's box full of paper is approx. 35 pounds)

To quickly estimate your needs, determine the number of wastebaskets and the total pounds or tons of material to be shredded. (If possible, project your estimates for five years into the future.)

Number of Waste baskets _____

Number of boxes: _____ x 35 lbs. = _____ Total lbs.

Comments, notes or questions: _____



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