**DATA CLEANSING OR HARD DRIVE**

**REMOVAL AGREEMENT**

Customer requests that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dealer) provide data cleansing or hard drive removal services to overwrite, reformat, or remove the hard disk drive(s) residing on the Customer Equipment listed below. \_\_\_\_\_\_\_\_\_\_\_\_(Dealer) offers two options as listed below. It is understood that Customer is solely responsible for protecting and/or removing any confidential data/images stored or residing on any Customer Equipment. \_\_\_\_\_\_\_\_\_\_\_\_(Dealer), under no circumstances, is liable for any damages including special, exemplary, punitive, incidental, or consequential damages, regardless of the claim, as the result of any information/data left on Customer’s hard drive.

Equipment Make/Model Number Serial Number or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach Separate List for Additional Equipment)

Customer requests one or both of the following (check appropriate box):

**Manufacturer Hard Disk Drive Overwrite/Reformat Procedure**

• Procedure includes the reformatting of the Equipment hard drive, network settings and (IP address, SMTP, DNS, etc.), and all fax, email and FTP destinations.

• Customer acknowledges that it is their understanding that any overwritten or reformatted information could possibly

be recreated by a system or person with the proper expertise.

• Procedure and data cleansing assistance provided at no charge on Equipment being replaced with other \_\_\_\_\_\_\_\_\_\_\_\_(Dealer) provided Equipment.

• Procedure and data cleansing assistance provided on Equipment not being replaced by \_\_\_\_\_\_\_\_\_\_\_\_(Dealer) will be charged at $\_\_\_\_\_\_\_\_ per piece of Equipment.

\_\_\_\_\_\_ Pieces of Equipment x $\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_

(Plus Applicable Taxes)

**Hard Disk Drive Removal and Replacement**

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will remove all hard drives from the Equipment and return to Customer.

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will charge $\_\_\_\_\_\_\_\_ per piece of Equipment plus the price of the hard drive(s) needed to replace the removed hard drives. This will be done on any \_\_\_\_\_\_\_\_\_\_\_\_\_\_(Dealer) provided Equipment being replaced by \_\_\_\_\_\_\_\_\_\_\_\_\_(Dealer) provided Equipment.

\_\_\_\_\_\_ Pieces of Equipment x $\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_

Hard Drive Replacement Cost \_\_\_\_\_\_\_\_\_\_

(Plus Applicable Taxes)

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will charge $\_\_\_\_\_\_\_\_\_ per piece of Equipment plus the price of the hard drive(s) needed to replace the removed hard drives. This will be done on any \_\_\_\_\_\_\_\_\_\_\_\_\_(Dealer) provided Equipment not being replaced by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_ Pieces of Equipment x $\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_

Hard Drive Replacement Cost \_\_\_\_\_\_\_\_\_\_

(Plus Applicable Taxes)

• \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will return hard drives to Customer and, at Customer request, provide the name of a company that can offer hard drive destruction services. Any hard drive destruction services desired would be strictly at the terms Customer and destruction service negotiate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Systems, Inc.

Customer Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date