



Quick Reference Guide

2015 Holiday Schedule

May 25th
(Memorial Day)

September 7th
(Labor Day)

November 26th & 27th
(Thanksgiving)

December 24th & 25th
(Christmas Eve & Day)

2016 Holiday Schedule

January 1st
(New Year Day)

May 30th
(Memorial Day)

July 4th
(Independence Day)

September 5th
(Labor Day)

November 24th & 25th
(Thanksgiving)

December 24th & 25th
(Christmas Eve & Day)

Your Records Are Always Available!

HOW TO ORDER

Orders can be issued via our website (with USER I.D.)

Orders can be faxed to Customer Service at 863 294 3801

Orders can be e-mailed to: Amy@CrownShredding.com

In Order to maintain chain of custody all records must be requested using a Crown Information Management Request Form.

DELIVERY SCHEDULE

Standard operating hours are Monday - Friday 8:30 a.m. to 5:00 p.m.

Delivery & Pickup

Next Day : Requests received before 3p.m. delivered by 12 noon next day

Same Day : Request received by 11:00 a.m. delivered by 5:30 p.m.

Rush : Request received and delivered within 3.5 hours, regular business hours, Mon-Fri.

Emergency : Any request for service when delivery is within a three hour window, weekends, and holidays

