



When Trust is a Must...

- RECORDS STORAGE
- DOCUMENT IMAGING
- SECURE SHREDDING



3077 Oakcliff  
Industrial Street  
Atlanta, Georgia  
30340-2902

Phone:  
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### AGREEMENT

This Secure Destruction Service Agreement between J.W. Records Management (hereinafter referred to as "JWRM") and City of Hapeville-Police Dept. (herein after referred to as "Customer"), is effective as of January 29, 2019 and will continue through January 29, 2022.

**Notification:** For purposes of any notices under this Agreement, they shall be given as follows:

As to Customer:	As to JWRM:
Company Name: <u>City of Hapeville-Police Dept.</u>	J.W. Records Management
Address: <u>3468 N. Fulton Avenue</u>	3077 Oakcliff Industrial Street
<u>Hapeville, GA 30354</u>	Atlanta, GA 30340
	Attention: Bessy Ortega
Attention: <u>Crystal Griggs-Epps</u>	<u>Bessy.ortega@jwrecordsmanagement.com</u>
Telephone: <u>404-766-3004</u>	Telephone: 770-457-2738

**Secure Destruction Services:** JWRM agrees to provide secure destruction services at the rate(s) attached as Exhibit "A" to Customer. JWRM will provide collection containers at the rates listed in Exhibit "A" for Customer use during the term of this Agreement. Customer shall be responsible for the replacement of any said containers if they are lost or damaged due to the neglect of the Customer. JWRM will provide Customer a Certificate of Destruction within 30 days after service on all paid invoices. Said rates shall remain in effect for 36 (thirty six) months. Customer agrees to pay JWRM for its services according to the rates set forth in Exhibit "A". The provisions of this Agreement shall insure to and be binding upon the parties hereto and their successors and assigns.

**Liability:** JWRM shall not be responsible in any way for matter provided it for destruction by Customer.

**Cancellation:** Customer must provide JWRM thirty (30) days written notice, by registered mail, of any dissatisfaction with services performed under this Agreement. JWRM will have thirty (30) days to solve the issue. If the issue remains in effect after the thirty (30) days' notice, then Customer may cancel Agreement.

**Renewal:** This agreement will be automatically renewed for like periods thereafter, unless either party gives the other party written notice of termination sent by certified mail at least ninety (90) days prior to the expiration of the initial term or succeeding terms.

CUSTOMER _____	JWRM _____
BY: _____	BY: <u>Bessy Ortega</u>
TITLE: _____	TITLE: <u>Account Executive</u>
SIGNATURE: _____	SIGNATURE: <u>[Signature]</u>
DATE: _____	DATE: <u>1/29/2019</u>

