



# Certificate of Hard Drive Security

In order to protect your sensitive data Electronic Business Machines has options depending on the level of security your company needs to maintain for the Hard Disk Drive (HDD) contained in the office products being traded-in or returning to a lease company.

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Model: \_\_\_\_\_ Serial#: \_\_\_\_\_ ID# \_\_\_\_\_

- Option 1:** *Canon Products Only-The machine is goes through a "All-Data Initialization" procedure which erases the file allocation tables and overwrites the HDD one time. **Included***
- Option 2:** *HDD will be removed from the equipment and given to the customer for storage, degaussing or destruction to comply with company policies. **\$375.00***
- Option 3:** *Physical Destruction of HDD. The HDD will be removed and smashed to render it unusable. Photos of the destroyed drive can be provided upon request. **\$395.00***

\_\_\_\_\_  
**EBM Service Director**

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