



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002157379  
Billing Date: January 9, 2017  
Service Order #: 8028104278  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: January 9, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on February 8, 2017 53.03

Thank you for your business.



By recycling your confidential documents using Shred-it's secure service, you're making a difference to the environment.

### CERTIFICATE OF DESTRUCTION

Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Following services are NAID certified:

Hard Drive Destruction  
Mobile Destruction  
Offsite Destruction  
Non-Paper Destruction

Please Remit To: SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO M5W 1C1

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY STATED  
ON YOUR CHEQUE REMITTANCE



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002177863  
Billing Date: January 24, 2017  
Service Order #: 8029284201  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: January 24, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on February 23, 2017 53.03

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Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002212179  
Billing Date: February 20, 2017  
Service Order #: 8029968411  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: February 20, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on March 22, 2017 53.03

Thank you for your business.



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Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002251073  
Billing Date: March 20, 2017  
Service Order #: 8030631136  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: March 20, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on April 19, 2017 53.03

Thank you for your business.



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1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002283965  
Billing Date: April 12, 2017  
Service Order #: 8031298954  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: April 12, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on May 12, 2017 53.03

Thank you for your business.



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Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002329471  
Billing Date: May 17, 2017  
Service Order #: 8031978937  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: May 16, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on June 16, 2017 53.03

Thank you for your business.



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Hard Drive Destruction  
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Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O KEVIN MCNEIL  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002364675  
Billing Date: June 12, 2017  
Service Order #: 8032593386  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: June 12, 2017

Service Location: Min Of Energy & Mines (EAED), Floor 4, Kevin Mcneil,  
1810 Blanshard St, Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on July 12, 2017 53.03

Thank you for your business.



By recycling your confidential documents using Shred-it's secure service, you're making a difference to the environment.

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Hard Drive Destruction  
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Offsite Destruction  
Non-Paper Destruction

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Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O ROWAN JESPERSEN  
FL 4TH  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002177865  
Billing Date: January 24, 2017  
Service Order #: 8029284222  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: January 24, 2017

Service Location: Min Of Energy & Mines TACRD, c/o, Rowan Jespersen,  
1810 Blanshard St, Victoria, BC, V8T 4J1, CA

ON-SITE REGULAR SERVICE  
Minimum Order Value

Net Value Before Taxes

GST 5.000%

Amount Due on February 23, 2017

Client 057

RESP.	SERVICE LINE	50.50	
27720	26260		
STOB	PROJECT #	50.50	
6502	27000000		
COMMITMENT/CONTRACT #			
FINAL PAYMENT	YES	NO	2.53
DATE INVOICE RECEIVED			53.03
DATE GOODS/SERVICES RECEIVED			
CERTIFY GOODS/SERVICES RECEIVED			
CERTIFIED THAT THE AMOUNT TO BE PAID:			
- is correct			
- is in accordance with appropriate statute or other authority and/or contract.			
- where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.			
1			
Spending Authority Signature			

Thank you for your business.



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Offsite Destruction  
Non-Paper Destruction

Please Remit To: **SHRED-IT INTERNATIONAL ULC**  
**P.O. BOX 15781, STATION A**  
**TORONTO, ONTARIO M5W 1C1**

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Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O ROWAN JESPERSEN  
FL 4TH  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002212180  
Billing Date: February 20, 2017  
Service Order #: 8029968416  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: February 20, 2017

Service Location: Min Of Energy & Mines TACRD, c/o, Rowan Jespersen,  
1810 Blanshard St, Victoria, BC, V8T 4J1, CA

ON-SITE REGULAR SERVICE  
Minimum Order Value

Net Value Before Taxes

GST 5.000%

Amount Due on March 22, 2017

Client 057

RESP.	SERVICE LINE	50.50
27720	26260	
STOB	PROJECT #	50.50
6502	2700000	
COMMITMENT/CONTRACT #		
FINAL PAYMENT	YES	NO
		2.53
DATE INVOICE RECEIVED		
DATE GOODS/SERVICES RECEIVED		53.03
CERTIFY GOODS/SERVICES RECEIVED		
		
CERTIFIED THAT THE AMOUNT TO BE PAID:		
- is correct		
- is in accordance with appropriate statute or other authority and/or contract.		
- where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.		
		
Spending Authority Signature		

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**TORONTO, ONTARIO M5W 1C1**

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1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O ROWAN JESPERSEN  
FL 4TH  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9002251075  
Billing Date: March 20, 2017  
Service Order #: 8030631139  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: March 20, 2017

Service Location: Min Of Energy & Mines TACRD, c/o, Rowan Jespersen,  
1810 Blanshard St, Victoria, BC, V8T 4J1, CA

ON-SITE REGULAR SERVICE  
Minimum Order Value

Net Value Before Taxes

GST 5.000%

Amount Due on April 19, 2017

RESP.	SERVICE LINE	50.50
27720	26260	
STOP	PROJECT #	50.50
6502	2700000	
COMMITMENT/CONTRACT #		
FINAL PAYMENT	YES NO	2.53
DATE INVOICE RECEIVED		MARCH 23, 2017
DATE GOODS/SERVICES RECEIVED		53.03
CERTIFY GOODS/SERVICES RECEIVED		
MARIA E. SCHMIDT		
CERTIFIED THAT THE AMOUNT TO BE PAID:		
- is correct		
- is in accordance with appropriate statute or other authority and/or contract.		
- where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.		
Spending Authority Signature		

DAYMON TRAXSEL FOR FRASER MARSHALL

Please Remit To: SHRED-IT INTERNATIONAL ULC  
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TORONTO, ONTARIO M5W 1C1

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Offsite Destruction  
Non-Paper Destruction



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

GST/HST #: 86625 9062

RECEIVED  
April 27, 2017

## Customer Invoice

Invoice #: 9002283966  
Billing Date: April 12, 2017  
Service Order #: 8031298960  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

MIN OF ENERGY & MINES TACRD  
C/O ROWAN JESPERSEN  
FL 4TH  
PO BOX 9314  
VICTORIA BC V8W 9N3

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: April 12, 2017

Service Location: Min Of Energy & Mines TACRD, c/o, Rowan Jespersen,  
1810 Blanshard St, Victoria, BC, V8T 4J1, CA

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on May 12, 2017 53.03

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Non-Paper Destruction

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1 – 2520 Davies Avenue  
Port Coquitlam BC V3C 4T7  
Ph: 604-444-4044 F: 604-444-4074  
vancouver@shredit.com

## PRE-AUTHORIZED CREDIT CARD PAYMENT AGREEMENT

I hereby authorize Shred-it International ULC to keep my signature on file. I understand that this is authorization to charge my credit account for the balances of any outstanding amount of our account with Shred-it International ULC. This authorization will remain in force until Shred-it International ULC has received written notification from me of its termination in such time and in such manner as to afford Shred-it International ULC a reasonable opportunity to act on it.

**Please do not write down your credit card number, once we receive this completed form back we will give you a call to collect the credit card number.**

**Company Name:** Ministry of Energy and Mines

**Account #** s.17

**Cardholder's Name:** Maria Schmidt

**Phone #:** 250-952-0213 **Fax #:** \_\_\_\_\_

**E-mail:** maria.e.schmidt@gov.bc.ca

**Preferred method of receiving receipt (please circle one):**

**Fax:** \_\_\_\_\_

**E-mail:** corporate.initiatives@gov.bc.ca

**Cardholder Signature:** Maria Schmidt

**Date:** May 8, 2017





Shred-it International ULC  
DBA Shred-it Vancouver  
2520 Davies Avenue, Unit 1  
Port Coquitlam BC V3C 4T7  
GST/HST #: 86625 9062

MIN OF ENERGY & MINES TACRD  
C/O ROWAN JESPERSEN  
FL 4TH  
PO BOX 9314  
VICTORIA BC V8W 9N3

## Customer Invoice

Invoice #: 9001847933  
Billing Date: May 17, 2016  
Service Order #: 8023661290  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Net due in 30 days

Can we help you?  
Website: [www.shredit.com](http://www.shredit.com)  
E-mail: [vancouver@shredit.com](mailto:vancouver@shredit.com)  
Customer Service: 604-444-4044

### Shredding Service

Service Date: May 16, 2016

Service Location: Min Of Energy & Mines TACRD, c/o, Rowan Jespersen,  
1810 Blanshard St, Victoria, BC, V8T 4J1, CA

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Net Value Before Taxes 50.50

GST 5.000% 2.53

Amount Due on June 16, 2016 53.03

Thank you for your business.



By recycling your confidential documents using Shred-it's secure service, you're making a difference to the environment.

#### \*Shred-it Hard Drive Destruction\*

Protect your electronic information. For just dollars a hard drive, Shred-it can ensure your digital data is inaccessible by physically destroying your hard drives. Contact us today!

#### CERTIFICATE OF DESTRUCTION

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Hard Drive Destruction  
Mobile Destruction  
Offsite Destruction  
Non-Paper Destruction

Please Remit To: Shred-It International ULC  
PO Box 15617, Station A  
Toronto ON M5W 1C1

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY STATED  
ON YOUR CHEQUE REMITTANCE

## **Rialp, Sheree MEM:EX**

---

**From:** Rialp, Sheree MEM:EX  
**Sent:** Thursday, February 9, 2017 3:14 PM  
**To:** CSNR MEM NGD Accounts Payable CSNR:EX  
**Subject:** 057 SHRED-IT INTERNATIONAL ULC 8100088544 22JAN17 \$53.02  
**Attachments:** 057 SHRED-IT INTERNATIONAL ULC 8100088544 22JAN17 \$53.02.pdf

**Sheree Rialp**  
Deputy Minister's Office  
Ministry of Natural Gas Development  
Ministry of Energy and Mines  
250-952-0483

# INVOICE

PAGE 1 of 3



MINISTRY OF ENERGY AND MINES  
P.O. BOX 9319  
VICTORIA BC V8W 9N3

**RECEIVED**  
DEPUTY MINISTER'S OFFICE  
MINISTRY OF ENERGY AND MINES  
CLIFF NUMBER: \_\_\_\_\_ REFER TO: \_\_\_\_\_  
DRAFT ☐ FEB 02 2017 ☐ NECESSARY  
REPLY ☐ ACTION  
INFO/ ☐  
FILE ☐  
REMARKS \_\_\_\_\_

Billing Date 22.01.2017  
Invoice Number 8100088544  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

?

057 MEM

RESP 27555	SERVICE LINE 26005
STOB 6502	PROJECT # 2700000
COMMITMENT/CONTRACT # s.17	
FINAL PAYMENT YES NO	
DATE INVOICE RECEIVED	
DATE GOODS/SERVICES RECEIVED	
CERTIFY GOODS/SERVICES RECEIVED (\$106.04)	
<input checked="" type="checkbox"/> - is correct <input type="checkbox"/> - is in accordance with appropriate status or other authority and/or contract. <input type="checkbox"/> - where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.	
R. De Champlain Spending Authority Signature	

TOTAL  
\$106.04

\$53.02

\$53.02

Billing Currency: CAD

RHONDA DE CHAMPLAIN

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION

PREVIOUS BALANCE

Thank You-Payment

CURRENT INVOICE CHARGES

TOTAL ACCOUNT BALANCE DUE BY 21.02.2017

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.02	\$0.00	\$0.00	\$0.00	\$0.00	\$53.02

SC012417030023\_ZLCA\_01.xml-7715-000002825

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100088544	INVOICE DATE 22.01.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 21.02.2017		\$53.02
TOTAL AMOUNT ENCLOSED		\$ 53.02
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

003858 000002825

s.17

MINISTRY OF ENERGY AND MINES  
PO BOX 9319 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100088544 0000005302 5

Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100088544

INVOICE DATE: 22.01.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry of Energy and Mines, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

09.01.2017  
09.01.20178028103189  
8028103189SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE

Minimum Order Value	\$50.50
GST 5.00 %	\$2.52
<b>SUB TOTAL</b>	<b>\$53.02</b>
<b>TOTAL</b>	<b>\$53.02</b>

MSO #000661--

<b>TOTAL CURRENT INVOICE CHARGES</b>	<b>\$53.02</b>
--------------------------------------	----------------

SC012417030023\_ZLCA\_01.xml-7716-000002825

IF CURRENT BILLING INFORMATION HAS CHANGED PLEASE CONTACT THE CREDIT CONTROL DEPARTMENT

Billing Information Change

Billing Information Change

ACCOUNT NAME

CONTACT

EMAIL

ADDRESS

CREDIT ADVISORY CODE

OWNING PARTY

CREDIT RISK

Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100088544

INVOICE DATE: 22.01.2017

**TAX SUMMARY****British Columbia**

GST 5.00 %

**\$2.52****Total Tax****\$2.52**

s.17

23

## **Fitzpatrick, Brigitte MEM:EX**

---

**From:** Fitzpatrick, Brigitte MEM:EX  
**Sent:** Monday, March 6, 2017 10:03 AM  
**To:** CSNR MEM NGD Accounts Payable CSNR:EX  
**Subject:** 057 SHRED-IT INTERNATIONAL ULC 8100111228 22FEB17 \$53.02  
**Attachments:** 057 SHRED-IT INTERNATIONAL ULC 8100111228 22FEB17 \$53.02.pdf

Please find attached the Shred It invoice for February 2017. The stamp and expense authority is on the back of the invoice. Hope that's ok.

Thanks.

Brigitte Fitzpatrick  
Deputy Minister's Office  
Ministry of Energy and Mines and  
Ministry of Natural Gas Development  
8<sup>th</sup> Floor, 1810 Blanshard Street  
250-952-0483

# INVOICE

PAGE 1 of 3



MINISTRY OF ENERGY AND MINES  
P.O. BOX 9319  
VICTORIA BC V8W 9N3

Billing Date 22.02.2017  
Invoice Number 8100111228  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page

**RECEIVED**  
DEPUTY MINISTER'S OFFICE  
MINISTRY OF ENERGY AND MINES  
CLIFF NUMBER: \_\_\_\_\_  
DRAFT ☐  
REPLY ☐  
INFO/ ☐  
FILE ☐  
REMARKS \_\_\_\_\_  
MAR - 3 2017  
NECESSARY ACTION ☐

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$53.02
Thank You-Payment	(\$106.04)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$106.04
TOTAL ACCOUNT BALANCE DUE BY 24.03.2017		\$53.02

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.02	\$0.00	\$0.00	\$0.00	\$0.00	\$53.02

SC022417030014\_ZLCA\_01.xml-8925-000003118

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100111228	INVOICE DATE 22.02.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 24.03.2017		\$53.02
TOTAL AMOUNT ENCLOSED		\$ 53.02
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004463 000003118

s.17

MINISTRY OF ENERGY AND MINES  
PO BOX 9319 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100111228 0000005302 7

Ministry of Energy and Mines

CUSTOMER# 74733 s.17

INVOICE#: 8100111228

INVOICE DATE: 22.02.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
--------------	----------------	-------	--------------	-----	-----------------	-------

Site: BC01 Service Location: Ministry of Energy and Mines, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

24.01.2017 8029284000  
24.01.2017 8029284000

SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE

Minimum Order Value \$50.50  
GST 5.00 % \$2.52  
SUB TOTAL \$53.02

20.02.2017 8029968313  
20.02.2017 8029968313

SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE

Minimum Order Value \$50.50  
GST 5.00 % \$2.52  
SUB TOTAL \$53.02

TOTAL \$106.04

Client 057

MSO #000661--

TOTAL CURRENT INVOICE CHARGES \$106.04

RESP 27555	SERVICE LINE 26005
STOB 6502	PROJECT #
COMMITMENT/CONTRACT #	
FINAL PAYMENT YES NO	
DATE INVOICE RECEIVED	
DATE GOODS/SERVICES RECEIVED	
CERTIFY GOODS/SERVICES RECEIVED B. Sub Patrick	
CERTIFIED THAT THE AMOUNT TO BE PAID: - is correct - is in accordance with appropriate status or other authority and/or contract. - where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met. R. De Churruarín Spending Authority Signature	

SC022417030014\_ZLCA\_01.xml-8926-000003118

IF CURRENT ACCOUNT INFORMATION HAS CHANGED PLEASE ENTER THE CORRECT INFORMATION BELOW

Billing Information Change

Billing Information Change

ACCOUNT NAME

CONTACT

EMAIL

ADDRESS

CITY

PROVINCE/POSTAL CODE

PHONE NUMBER

FAX NUMBER



Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100111228

INVOICE DATE: 22.02.2017

**TAX SUMMARY**

British Columbia	
GST 5.00 %	\$5.04
Total Tax	\$5.04

s.17

## **Fitzpatrick, Brigitte MEM:EX**

---

**From:** Fitzpatrick, Brigitte MEM:EX  
**Sent:** Wednesday, April 5, 2017 11:28 AM  
**To:** CSNR MEM NGD Accounts Payable CSNR:EX  
**Subject:** 057 SHRED-IT INTERNATIONAL 8199132247 22MAR17 \$53.02  
**Attachments:** 057 SHRED-IT INTERNATIONAL ULC 8100132247 22MAR17 \$53.02.pdf

Approved by EA Rhonda DeChamplain. Stamp and signature on page 2.

Brigitte Fitzpatrick  
Deputy Minister's Office  
Ministry of Energy and Mines and  
Ministry of Natural Gas Development  
8<sup>th</sup> Floor, 1810 Blanshard Street  
250-952-0483

# INVOICE

PAGE 1 of 3



MINISTRY OF ENERGY AND MINES  
P.O. BOX 9319  
VICTORIA BC V8W 9N3

Billing Date 22.03.2017  
Invoice Number 8100132247  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$106.04
Thank You-Payment	(\$106.04)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$53.02
<b>TOTAL ACCOUNT BALANCE DUE BY 21.04.2017</b>		<b>\$53.02</b>

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

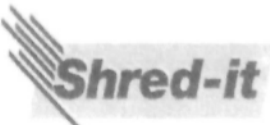
**RECEIVED**  
DEPUTY MINISTER'S OFFICE  
MINISTRY OF ENERGY AND MINES  
CLIFF NUMBER: \_\_\_\_\_ REFER TO: \_\_\_\_\_  
DRAFT ☐ NECESSARY  
REPLY ☐ ACTION  
INFO/ ☐  
FILE ☐  
REMARKS: \_\_\_\_\_  
APR - 4 2017

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.02	\$0.00	\$0.00	\$0.00	\$0.00	\$53.02

SC032417030019\_ZLCA\_01.xml-8501-000002979

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100132247	INVOICE DATE 22.03.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 21.04.2017		\$53.02
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004251 000002979

s.17

MINISTRY OF ENERGY AND MINES  
PO BOX 9319 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100132247 0000005302 0

Ministry of Energy and Mines

CUSTOMER#:s.17

INVOICE#: 8100132247

INVOICE DATE: 22.03.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry of Energy and Mines, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA -s.17

20.03.2017 8030630994  
20.03.2017 8030630994

SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE

Minimum Order Value \$50.50  
GST 5.00 % \$2.52  
SUB TOTAL \$53.02  
TOTAL \$53.02

MSO #000661--

TOTAL CURRENT INVOICE CHARGES \$53.02

Client 057

RESP. 27555	SERVICE LINE 26005
STOB 6502	PROJECT #
COMMITMENT/CONTRACT #	
FINAL PAYMENT YES NO	
DATE INVOICE RECEIVED April 4, 2017	
DATE GOODS/SERVICES RECEIVED	
CERTIFY GOODS/SERVICES RECEIVED B. Fitzpatrick	
CERTIFIED THAT THE AMOUNT TO BE PAID: - is correct - is in accordance with appropriate statute or other authority and/or contract. - where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.	
R. De Champlain Spending Authority Signature	

Rhonda De Champlain

SC032417030019\_ZLCA\_01.xml-8502-000002979

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEASE ENTER THE CORRECT INFORMATION BELOW

Billing Information Change	Service Information Change
ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
TAX NUMBER	

Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100132247

INVOICE DATE: 22.03.2017

TAX SUMMARY

British Columbia	
GST 5.00 %	\$2.52
Total Tax	\$2.52

s.17

## Wood, Nancy J MEM:EX

---

**From:** Wood, Nancy J MEM:EX  
**Sent:** Friday, May 5, 2017 11:23 AM  
**To:** CSNR MEM NGD Accounts Payable CSNR:EX  
**Subject:** 057 Shred-it INV 8100154519 Invoice  
**Attachments:** 057 SHRED-IT INTERNATIONAL ULC 8100154519 22APR17 \$53.02.pdf

Please find attached invoice 8100154519 for Shred-it in the amount of 53.02. The invoice has been approved by EA Marlene Cochrane.

**Nancy Wood** | Legislative Assistant | Phone: 250.952-0233 | Deputy Minister's Office  
[Ministry of Energy and Mines](#) | [Ministry of Natural Gas Development](#)



Please consider the environment before printing this email.

# INVOICE

PAGE 1 of 3



MINISTRY OF ENERGY AND MINES  
P.O. BOX 9319

VICTORIA BC V8W 9N3

**RECEIVED**

DEPUTY MINISTER'S OFFICE  
MINISTRY OF ENERGY AND MINES

CLIFF NUMBER: \_\_\_\_\_ REFER TO: \_\_\_\_\_

DRAFT ☐  
REPLY ☐  
INFO/ ☐  
FILE ☐  
REMARKS \_\_\_\_\_

MAY 13 2017

NECESSARY ACTION ☐

Billing Date 22.04.2017  
Invoice Number 8100154519  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
**1-800-69-SHRED**  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

PREVIOUS BALANCE

CURRENT INVOICE CHARGES

TOTAL ACCOUNT BALANCE DUE BY 22.05.2017

DESCRIPTION	AMOUNT	TOTAL
Mem 057		
RESP. 27555 SERVICE LINE 26005	(\$53.02)	
STOB 6502 PROJECT #2706000 (See Reverse Page For Details)		\$53.02
COMMITMENT/CONTRACT #		\$53.02
FINAL PAYMENT YES NO		
DATE INVOICE RECEIVED		
DATE GOODS/SERVICES RECEIVED		
CERTIFY GOODS/SERVICES RECEIVED		
M. Wood		
CERTIFIED THAT THE AMOUNT TO BE PAID:		
- is correct		
- is in accordance with appropriate status or other authority and/or contract.		
- where applicable, that the work has been performed, the goods supplied, the services rendered or other conditions met.		
M. O'Connor		

Billing Currency: CAD

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$53.02	\$0.00	\$0.00	\$0.00	\$0.00	\$53.02

SC042417030020\_ZLCA\_01.xml-9015-000003194

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100154519	INVOICE DATE 22.04.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 22.05.2017		\$53.02
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004508 000003194

s.17

MINISTRY OF ENERGY AND MINES  
PO BOX 9319 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100154519 0000005302 5

Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100154519

INVOICE DATE: 22.04.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry of Energy and Mines, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA s.17

12.04.2017 8031306844  
12.04.2017 8031306844

SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE

Minimum Order Value	\$50.50
GST 5.00 %	\$2.52
<b>SUB TOTAL</b>	<b>\$53.02</b>
<b>TOTAL</b>	<b>\$53.02</b>

MSO #000661--

<b>TOTAL CURRENT INVOICE CHARGES</b>	<b>\$53.02</b>
--------------------------------------	----------------

SC042417030020\_ZLCA\_01.xml-9016-000003194

IF CURRENT ACCOUNT INFORMATION HAS CHANGED PLEASE E-MAIL THE CHANGES INFORMATION BELOW:

Billing Information Change: [Billing Information Change](#) Service Information Change: [Service Information Change](#)ACCOUNT NAME: [Account Name](#)ADDRESS: [Address](#)CITY: [City](#)STATE: [State](#)ZIP: [Zip](#)COUNTRY: [Country](#)PHONE: [Phone](#)FAX: [Fax](#)E-MAIL: [E-Mail](#)WEB: [Web](#)PAGER: [Pager](#)TELEPHONE: [Telephone](#)FAX: [Fax](#)E-MAIL: [E-Mail](#)WEB: [Web](#)PAGER: [Pager](#)TELEPHONE: [Telephone](#)FAX: [Fax](#)E-MAIL: [E-Mail](#)WEB: [Web](#)



Ministry of Energy and Mines

CUSTOMER#:s.17

INVOICE#: 8100154519

INVOICE DATE: 22.04.2017

**TAX SUMMARY****British Columbia**

GST 5.00 %

**\$2.52****Total Tax****\$2.52**

s.17

## Wood, Nancy J MEM:EX

---

**From:** Wood, Nancy J MEM:EX  
**Sent:** Monday, June 5, 2017 10:59 AM  
**To:** CSNR MEM NGD Accounts Payable CSNR:EX  
**Subject:** 057 Shred-it INV 8100176032 Invoice  
**Attachments:** 057 SHRED-IT INTERNATIONAL ULC 8100176032 22May17 \$106.04.pdf

Please find attached invoice 8100176032 for Shred-it in the amount of 106.04. The invoice has been approved by EA Rhonda De Champlain.

**Nancy Wood** | Legislative Assistant | Phone: 250.952-0233 | Deputy Minister's Office  
Ministry of Energy and Mines | Ministry of Natural Gas Development



Please consider the environment before printing this email.

# INVOICE

PAGE 1 of 3

**Shred-it**

Billing Date 22.05.2017  
 Invoice Number 8100176032  
 Customer Number s.17  
 Site & Purchase Order Info on Reverse Page

MINISTRY OF ENERGY AND MINES  
 P.O. BOX 9319  
 DEPUTY MINISTER'S OFFICE  
 VICTORIA BC V8W 9N3  
 CLIFF NUMBER: \_\_\_\_\_ REFER TO: \_\_\_\_\_  
 DRAFT ☐ JUN 01 2017 ☐ NECESSARY  
 REPLY ☐ ACTION  
 INFO/ ☐  
 FILE ☐  
 REMARKS \_\_\_\_\_

For billing, scheduling or customer service  
**1-800-69-SHRED**  
 Hours: (Mon - Fri) 8:00AM - 5:00PM

?

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$53.02
CURRENT INVOICE CHARGES		
TOTAL ACCOUNT BALANCE DUE BY 21.06.2017		\$106.04

MEM 057 Shred-it  
 (53.02)  
 For Details) \$106.04  
 \$106.04  
 Billing Currency: CAD  
 GST/HST #: 86625 9062  
 CERTIFICATE OF DESTRUCTION: Shred-it is committed to  
 destroys the customers' confidential material, pursuant to our  
 Account History Please disregard if payment has been made  
 Current 1-30 days 31-60 days 61-90 days  
 Past Due Past Due Past Due  
 \$106.04 \$0.00 \$0.00 \$0.00  
 \$0.00 \$106.04  
 SC052417030012\_ZLCA\_01.xml-8267-000002891  
 PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	Past Due	Balance
\$106.04	\$0.00	\$0.00	\$0.00	\$0.00	\$106.04

SC052417030012\_ZLCA\_01.xml-8267-000002891

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.

**Shred-it**

Shred-it INTERNATIONAL ULC  
 1383 North Service Road, East  
 Oakville, ON L6H 1A7

INVOICE NUMBER 8100176032	INVOICE DATE 22.05.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 21.06.2017		\$106.04
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004134 000002891

s.17

MINISTRY OF ENERGY AND MINES  
 PO BOX 9319 STN PROV GOVT  
 VICTORIA BC V8W 9N3

===== REMIT TO: =====  
 SHRED-IT INTERNATIONAL ULC  
 P.O. BOX 15781, STATION A  
 TORONTO, ONTARIO  
 M5W 1C1

015781 s.17

0000008100176032 0000010604 1

Page 18 of 20 EGM-2017-72011

Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100176032

INVOICE DATE: 22.05.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry of Energy and Mines, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

01.05.2017 8031756765  
01.05.2017 8031756765  
01.05.2017 8031756765

SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE  
ON-SITE REGULAR SERVICE  
-EXTRA MATERIAL

Minimum Order Value \$50.50  
GST 5.00 % \$2.52  
SUB TOTAL \$53.02

16.05.2017 8031978632  
16.05.2017 8031978632

SHRED - ON-SITE AUTOMATIC  
ON-SITE REGULAR SERVICE

Minimum Order Value \$50.50  
GST 5.00 % \$2.52  
SUB TOTAL \$53.02

TOTAL \$106.04

MSO #000661--

TOTAL CURRENT INVOICE CHARGES \$106.04

SC052417030012\_ZLCA\_01.xml-8268-000002891

Ministry of Energy and Mines

CUSTOMER#: s.17

INVOICE#: 8100176032

INVOICE DATE: 22.05.2017

**TAX SUMMARY**

British Columbia

GST 5.00 %

\$5.04

Total Tax

\$5.04

s.17



**Bonded\*Confidential\*Certified**  
 22 - 14th Ave. S. Cranbrook BC V1C 2W8  
 Ph. (250) 421-1537 \* (250) 426-7016  
 Accounts Receivable - (250) 426-7588

# Invoice

Date	Invoice #
2/20/2017	13277

Invoice To

Ministry of Energy and Mines

P.O. No.

Date	Description	Qty	Rate	Amount
2/14/2017	Shredding	56	0.35	19.60
Pd Mar 3/17 w/MC				

Blade Runner Shredding Service is an employment initiative of Cranbrook Society for Community Living.			<b>Total</b>	\$19.60
This is to certify that all materials collected from this customer on the date(s) noted above have been destroyed in compliance with current legislation.			<b>Payments/Credits</b>	\$0.00
			<b>Balance Due</b>	\$19.60



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7  
GST/HST #: 86625 9062

19

## Customer Invoice

Invoice #: 9002141228  
Billing Date: December 23, 2016  
Service Order #: 8028104015  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Credit Card

BC Geological Survey  
FI 5  
1810 Blanshard St  
Victoria BC V8T 4J1

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: December 23, 2016

Service Location: BC Geological Survey, Floor 5, 1810 Blanshard St, Victoria BC V8T 4J1

#### ON-SITE REGULAR SERVICE

Minimum Order Value	57.09
Net Value Before Taxes	57.09
GST 5.000%	2.85
Amount Paid In Full	59.94

Thank you for your business.



By recycling your confidential documents using Shred-It's secure service, you're making a difference to the environment.

27650.26159.6502.2700000

### CERTIFICATE OF DESTRUCTION

Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-It destroys the customers' confidential material, pursuant to our customers' request and instructions.

Please Remit To:

SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO M5W 1C1

Following services are NAID certified:

Hard Drive Destruction  
Mobile Destruction  
Offsite Destruction  
Non-Paper Destruction

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY  
STATED ON YOUR CHEQUE REMITTANCE

**Mitchell, Melanie B MEM:EX**

---

**From:** DoNotReply@billing-notification.com  
**Sent:** Monday, March 6, 2017 12:54 PM  
**To:** Mitchell, Melanie B MEM:EX  
**Subject:** SECURIT &#x28;COQUITLAM&#x29; - Transaction Receipt for 59.94

Shred-it International ULC  
 300-1650 Brigantine Dr.  
 Coquitlam BC V3K 7B5  
 604-444-4044  
 1-800-697-4733

Term ID: 001

### Sale - Approved

Date	03/06/17	Time 15:48:09
Method of Payment	MasterCard	
Entry Method	Manual	
Account #	s.17	

Order ID	8100111908
Order Description:	s.17
Approval Code	154809
<b>Amount</b>	<b>59.94</b>

THANK YOU FOR YOUR PAYMENT!

Register for online payments at  
[www.shredit.com/myshredit](http://www.shredit.com/myshredit)

Customer Copy

27650. 26159. 6502. 2700000



Shred-it International ULC  
300-1650 Brigantine Dr.  
Coquitlam BC V3K 7B5  
604-444-4044  
1-800-697-4733

Term ID: 001

**Sale - Approved**

Date	12/29/16	Time 11:58:08
Method of Payment	MasterCard	
Entry Method	Manual	
Account #	s.17	
Order ID	9002141228	
Order Description:	s.17 BC Geological Survey	
Approval Code	115808	
Amount	59.94	

THANK YOU FOR YOUR PAYMENT!

Register for online payments at  
[www.shredit.com/myshredit](http://www.shredit.com/myshredit)

Customer Copy

5

**Mitchell, Melanie B MEM:EX**

---

**From:** DoNotReply@billing-notification.com  
**Sent:** Monday, March 6, 2017 12:54 PM  
**To:** Mitchell, Melanie B MEM:EX  
**Subject:** SECURIT &#x28;COQUITLAM&#x29; - Transaction Receipt for 59.94

Shred-it International ULC  
300-1650 Brigantine Dr.  
Coquitlam BC V3K 7B5  
604-444-4044  
1-800-697-4733

They send this receipt via email  
and then the physical invoice  
comes in the mail later in the  
month.

Term ID: 001

**Sale - Approved**

Date	03/06/17	Time 15:48:09
Method of Payment	MasterCard	
Entry Method	Manual	
Account #	s.17	

Order ID	8100111908
Order Description:	s.17
Approval Code	154809
Amount	59.94

27650.26159.6502.27000000

GST \$2.85

THANK YOU FOR YOUR PAYMENT!

Register for online payments at  
[www.shredit.com/myshredit](http://www.shredit.com/myshredit)

Customer Copy

# INVOICE

12

PAGE 1 of 3



BC GEOLOGICAL SURVEY  
1810 BLANSHARD ST  
VICTORIA BC V8T 4J1

Billing Date 22.04.2017  
Invoice Number 8100155173  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$59.94
Thank You-Payment	(\$59.94)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$65.94
TOTAL ACCOUNT BALANCE DUE BY 22.04.2017		\$65.94

Billing Currency: CAD

27650. 26159. 6592. 2700000

GST/HST #: 86625 9062

CERTIFICATE OF DESTRUCTION: Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$65.94	\$0.00	\$0.00	\$0.00	\$0.00	\$65.94

SC042417036020\_ZLCA\_Q1.xml-19591-000000550

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100155173	INVOICE DATE 22.04.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 22.04.2017		\$65.94
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

s.17

009796 000000550

s.17

BC GEOLOGICAL SURVEY  
1810 BLANSHARD ST  
VICTORIA BC V8T 4J1

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100155173 0000006594 5

BC Geological Survey

CUSTOMER#: s.17

INVOICE#: 8100155173

INVOICE DATE: 22.04.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: BC Geological Survey, Floor 5, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

12.04.2017	8031299393		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$62.80
					GST 5.00 %	\$3.14
					SUB TOTAL	\$65.94
					TOTAL	\$65.94
					TOTAL CURRENT INVOICE CHARGES	\$65.94

SC042417030020\_ZLCA\_01.xml 18592-000000550

BC Geological Survey

CUSTOMER#: s.17

INVOICE#: 8100155173

INVOICE DATE: 22.04.2017

**TAX SUMMARY****British Columbia**

GST 5.00 %

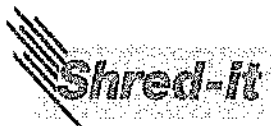
**\$3.14****Total Tax****\$3.14**

s.17

2.

# INVOICE

PAGE 1 of 3



BC GEOLOGICAL SURVEY  
1810 BLANSHARD ST  
VICTORIA BC V8T 4J1

Billing Date 22.05.2017  
Invoice Number 8100176652  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$65.94
Thank You-Payment	(\$65.94)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$65.94
TOTAL ACCOUNT BALANCE DUE BY 22.05.2017		\$65.94

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.					
Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$65.94	\$0.00	\$0.00	\$0.00	\$0.00	\$65.94

SCC52417030012\_ZLCA\_01.xml-17811-000000505

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 8 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100176652	INVOICE DATE 22.05.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 22.05.2017		\$65.94
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

s.17 008906 000000505 s.17

BC GEOLOGICAL SURVEY  
1810 BLANSHARD ST  
VICTORIA BC V8T 4J1

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100176652 0000006594 1

BC Geological Survey

CUSTOMER#: s.17

INVOICE#: 8100176652

INVOICE DATE: 22.05.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: BC Geological Survey, Floor 5, 1810 Blanshard St, Victoria, BC, V8T 4J1, CA - s.17

16.05.2017 8031980333

SHRED - ON-SITE AUTOMATIC

Minimum Order Value \$62.80

GST 5.00 % \$3.14

SUB TOTAL \$65.94

TOTAL \$65.94

TOTAL CURRENT INVOICE CHARGES \$65.94

SC052417030012\_ZLCA\_01.xml-17812-000000595

BC Geological Survey

CUSTOMER#: s.17

INVOICE#: 8100176652

INVOICE DATE: 22.05.2017

**TAX SUMMARY**

British Columbia	
GST 5.00 %	\$3.14
<b>Total Tax</b>	<b>\$3.14</b>

s.17

2



From: [MacDougall, Gerry L.FLNR:EX](#)  
To: [Kamloops Resource Management Building](#)  
Subject: 441 Columbia Spring 2017 Clean-up day  
Date: Thursday, April 27, 2017 12:44:55 PM  
Attachments: [image001.jpg](#)  
[image002.jpg](#)

---

To all Staff at 441 Columbia Street

As one of the senior managers at 441 Columbia, I am in support of this request that has been brought forward by the Building Management Committee (BMC).

I would like to thank each of them for their leadership in bringing this forward in a way that could make the exercise more convenient.

The issue is this:

Since the occupancy at 441 Columbia all sections have been increasing in numbers (creating demands for more space) while there has been an accumulation of broken furniture, electronics and other materials that is no longer required.

The 441 Columbia Building Management Committee recognizes that there could be significant value in doing a Spring Clean-Up as a precursor and possibly an alternative of undertaking an expensive space planning process.

If your section is not represented on the BMC please send an email to [Len.Marsh@gov.bc.ca](mailto:Len.Marsh@gov.bc.ca) and he will get you on it.

The tasks/steps for all staff in the 2017 Spring Clean-up is to:

1. By April 30, each section is requested to identify a volunteer for each floor (as appropriate) to assist Marc Rousseau in sharing information on logistics. Marc has volunteered to lead the initiative and arrange a contractor to move material to the warehouse for cataloguing and disposal. (Please email name of your section/floor volunteer to [Len.Marsh@gov.bc.ca](mailto:Len.Marsh@gov.bc.ca) )

On the day of the Spring Clean-up everyone:

2. **Label** all surplus or broken furniture and equipment for movers to come in and remove (Please do not move furniture and electronic items into hallways – movers will take it from where it sits)
3. **Clean up** your cubicle of all excess paper etc, labelled material that falls under 1 above AFTER you empty it;
4. **Create space** from unassigned cubicles currently being used as dumps by applying steps 1,2;
5. Give you a free lunch, hamburgers, hot dogs, a drink etc.

To accomplish this undertaking, we are asking that you consider this request for **ALL staff to down tools (at minimum for the morning) on Wednesday May 31 to assist.**

It is critical that supervisors and managers lead by example on this. Also, once your cubical/office/area is done move on to another and help out. Freeing up space is of value to us all. Your assistance will be required to move the resulting paper garbage. Instructions will be provided prior to the event. Large commercial paper shredders will be brought to the building and dumpsters moved nearer.

Please be aware that all official records should be filed appropriately. Food for thought: in the event of a building evacuation or litigation records request, would your section's **Official Records Collection** be complete? (For FLNRO staff – I have asked Len to arrange a tour of our sections at

441 with one of our records experts to review our practices).

To recap: Clean-up day Wednesday May 31, Time 0800-1630 with lunch provided from about 12-1.

Thank you for your support on this.

Gerry



***Gerry MacDougall***

*Regional Executive Director*

*Direct 250-828-4239*

*Regional Admin Asst: Erin Johnston 250-828-4172*

*Thompson Okanagan Region*

*Ministry of Forests, Lands and Natural*

*Resource Operations*



**From:** [Rousseau, Marc E FLNR:EX](#)  
**To:** [Kamloops Resource Management Building](#)  
**Subject:** May 31 Clean-up Day  
**Date:** Monday, May 29, 2017 8:54:47 AM  
**Attachments:** [Building Clean-Up Poster.pdf](#)  
[image001.jpg](#)  
**Importance:** High

---

Hi everyone, As you have no doubt heard, we are holding an office clean-up day May 31<sup>st</sup> starting at 8am. I am coordinating this clean-up for the Building Committee. Please see the attached poster for further details (Thanks Alicia for the poster). We will have floor coordinators to answer questions and help direct staff, they are:

1<sup>st</sup> Floor

Kalin Johnston

Alicia Lew

2<sup>nd</sup> Floor

Cody Crocker

Ashley Spear

3<sup>rd</sup> Floor

Ramona Epp

Dillon Stuart

We will have a garbage dumpster located in parking stall 76 in the rear of the building. We will also have shredding bins set up on each floor for documents that must be shredded. For regular paper recycling we will use the clear bags as usual.

I URGE YOU TO READ THE ATTACHED POSTER FOR MORE DETAILS

*Marc E Rousseau, B.Sc., RFT*

Team Leader, Forest Inventory Update  
Forest Analysis and Inventory Branch  
Ministry of Forests, Lands and  
Natural Resource Operations  
441 Columbia St  
Kamloops, BC V2C 2T3  
Ph: 250-828-4426  
Fax: 250-828-4442  
Email: [Marc.Rousseau@gov.bc.ca](mailto:Marc.Rousseau@gov.bc.ca)



# BUILDING CLEAN-UP DAY (BBQ LUNCH PROVIDED!)

Wednesday, May 31<sup>st</sup>, 2017 | 8:00 am – End of day

**THE GOAL** is to clean up our workspaces and common areas of the building to create office space for staff.

## **EXPECTATION OF STAFF**

Staff members are expected to focus on cleaning and are encouraged to avoid their usual work (some exceptions may apply for front desk staff). The task may or may not take the entire day. If you finish your own section, please help elsewhere!

## **GUIDELINES FOR CLEAN-UP**

### **1. Any surplus office equipment should be tagged with a bright pink post-it note (secured with tape).**



- If the item is **broken**, label it **G** for *garbage*.
- If the item can be **sold**, label it **S** for *sell*.
- If you are **unsure**, leave the post-it note **blank** and it will be dealt with when it arrives at the warehouse.

Anything labelled with a pink tag **must** be completely **EMPTY**. Movers will arrive on June 1<sup>st</sup> to haul away all of the labelled surplus equipment.

### **2. Bags\* will be provided for the disposal of various items:**



**Black** bags are for **garbage**. There will be a large bin at the back of the building for this garbage.



**Clear** bags are for **recyclable paper**.



**Orange** bags are for **material that needs to be shredded**. However, each floor will also have **1 locked bin** for sensitive materials that require shredding—**PLEASE FILL THE BINS BEFORE STARTING TO USE THE ORANGE BAGS!**

*\*All bags must weigh less than **45 lbs**, regardless of the contents.*

**Questions?** Contact Marc Rousseau ([Marc.Rousseau@gov.bc.ca](mailto:Marc.Rousseau@gov.bc.ca))

From: Marsh, Len FLNR:EX  
To: Kamloops Resource Management Building  
Subject: Today's Clean-up  
Date: Wednesday, May 31, 2017 4:08:32 PM

---

Thank you for the great effort in cleaning up our building. Special thanks to Mark Rousseau for organizing dumpsters and shredders etc. "and his crew" that kept things moving. Further thanks to the group that purchased all the food. And I would be remiss if I forgot the chair washers. The point is we all pulled together and got it done.

Roughly speaking, we filled the bin out back, the cardboard bin and garbage. In addition, the area we were to use downstairs to collect stuff is totally full. We now have surplus and trash lining the halls. Never fear, the collectors of trash and surplus come tomorrow. Your efforts should result in an increase of the useable space we have (as long as we don't fill it back up).

Again thanks for coming together to pull this off.

Len Marsh, RPF

Director Pricing and Tenures

South Area

3rd Floor 441 Columbia St.

Kamloops, BC

V2C 2T3

Office: 250-828-4170

Cell: 1-778-220-2092

**From:** Marsh, Len FLNR:EX  
**To:** Kamloops Resource Management Building  
**Subject:** Paper Shredding  
**Date:** Monday, June 12, 2017 9:25:02 AM

---

We have had a suggestion from Erin Johnston that we look into secure bins such as you may have seen during our clean-up. The intent here is rather than have the current disposal system for sensitive papers, we would have bins located around the office particularly where the shredders are now. These bins have a large enough opening to accommodate significantly more than a page at a time. The bins would be picked up at intervals and the disposal company would shred our paper for us.

The Building management committee has reviewed the idea and decided to go with the bin system. So in the near future, you will see the shredders surplused and replaced with large secure bins. Note that paper once in the bin is gone as it would be if you shredded it.

We are hoping to eliminate the bags on the floor as well as complaints about the shredders which need replacement. As well it should encourage disposal of unneeded sensitive material rather than storage. Note that this system has been and is used in other places with success.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7  
GST/HST #: 86625 9062

## Customer Invoice

Invoice #: 9002156466  
Billing Date: January 9, 2017  
Service Order #: 8028996222  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Credit Card

Ministry of Energy and Mining  
Fl 3rd  
1810 Blanshard St  
Victoria BC V8T 4J1

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: January 9, 2017

Service Location: Ministry of Energy and Mining, Fl 3rd, 1810 Blanshard St,  
Victoria BC V8T 4J1

ON-SITE REGULAR SERVICE

Minimum Order Value 50.50

Fuel/Env. Surcharge 7.07

Net Value Before Taxes 57.57

GST 5.000% 2.88

Amount Paid in Full 60.45

Thank you for your business.



By recycling your confidential documents  
using Shred-it's secure service, you're  
making a difference to the environment.

### CERTIFICATE OF DESTRUCTION

Shred-it is committed to the secure  
destruction of its customers' confidential  
information. This certification will affirm  
that Shred-it destroys the customers'  
confidential material, pursuant to our  
customers' request and instructions.

Please Remit To: SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO M5W 1C1

Following services are NAID certified:  
Hard Drive Destruction  
Mobile Destruction  
Offsite Destruction  
Non-Paper Destruction

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY  
STATED ON YOUR CHEQUE REMITTANCE



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7  
GST/HST #: 86625 9062

## Customer Invoice

Invoice #: 9002231290  
Billing Date: March 6, 2017  
Service Order #: 8030295728  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Credit Card

Ministry of Energy and Mining  
Fl 3rd  
1810 Blanshard St  
Victoria BC V8T 4J1

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: March 6, 2017  
Service Location: Ministry of Energy and Mining, Fl 3rd, 1810 Blanshard St,  
Victoria BC V8T 4J1

#### ON-SITE REGULAR SERVICE

Minimum Order Value	50.50
Fuel/Env. Surcharge	7.32
Net Value Before Taxes	57.82
GST 5.000%	2.89
Amount Paid in Full	60.71

Thank you for your business.



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confidential material, pursuant to our  
customers' request and instructions.

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P.O. BOX 15781, STATION A  
TORONTO, ONTARIO M5W 1C1

Following services are NAID certified:  
Hard Drive Destruction  
Mobile Destruction  
Offsite Destruction  
Non-Paper Destruction

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY  
STATED ON YOUR CHEQUE REMITTANCE





Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7  
GST/HST #: 86625 9062

for March.

## Customer Invoice

Invoice #: 9002306201  
Billing Date: May 1, 2017  
Service Order #: 8031637631  
Account #: s.17  
Billing Currency: CAD  
Payment Terms: Credit Card

Ministry of Energy and Mining  
Fl 3rd  
1810 Blanshard St  
Victoria BC V8T 4J1

For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

### Shredding Service

Service Date: May 1, 2017

Service Location: Ministry of Energy and Mining, Fl 3rd, 1810 Blanshard St,  
Victoria BC V8T 4J1

#### ON-SITE REGULAR SERVICE

Minimum Order Value	50.50
Fuel/Env. Surcharge	7.32
Net Value Before Taxes	57.82
GST 5.000%	2.89
Amount Paid in Full	60.71

Thank you for your business.



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customers' request and instructions.

Please Remit To: SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO M5W 1C1

Following services are NAID certified:  
Hard Drive Destruction  
Mobile Destruction  
Offsite Destruction  
Non-Paper Destruction

PLEASE ENSURE THE INVOICE NUMBERS YOU ARE PAYING ARE CLEARLY  
STATED ON YOUR CHEQUE REMITTANCE

From: Iron Mountain Canada  
To: [Musgrove, Kate MEM:EX](#)  
Subject: Acct No. **s.17** : Your Iron Mountain Canada Invoice is now available online (RE: NGN8332)  
Date: Monday, January 2, 2017 10:13:19 AM

---



## **Your invoice is ready for review**

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <http://ironmountainbillingservices.billtrust.com> for Canadian customers at <http://imcc.billtrust.com>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or

US Customers: 800.934.3453  
CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain



From: IronMountainBillingServices@BillTrust.com  
To: [Musgrove, Kate MFM:EX](#)  
Subject: Payment Processed  
Date: Thursday, January 26, 2017 10:29:17 AM

---

Thank you for your payment. Your payment will be processed on 01/26/2017 and will be applied towards the invoice(s).

Payment Method: Kate's Card

Payment Date: 01/26/2017

Total Amount: **\$22.92**

Customer ID #	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
s.17	NGN8332		12/31/2016	01/30/2017	22.92	40330117

Sign in to [Iron Mountain Canada Invoice Gateway](#) to review your bill and payment history.



## Musgrove, Kate MEM:EX

---

**From:** IronMountainBillingServices@BillTrust.com  
**Sent:** Thursday, January 26, 2017 10:29 AM  
**To:** Musgrove, Kate MEM:EX  
**Subject:** Payment Processed

**Thank you for your payment. Your payment will be processed on 01/26/2017 and will be applied towards the invoice(s).**

Payment Method: Kate's Card

Payment Date: 01/26/2017

Total Amount: **\$22.92**

Customer ID #	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
s.17	NGN8332		12/31/2016	01/30/2017	22.92	40330117

*line 29*

**Sign in to [Iron Mountain Canada Invoice Gateway](#) to review your bill and payment history.**



Paid January 26/17



# Invoice

Page 1 of 2

195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

E0109X I0217 D2121387343 S2 P3810327 0001:0002

## Account Overview

Invoice Number: NGN8332  
Invoice Date: 12/31/2016  
Storage Period:  
Service Period: 11/22/2016 - 12/27/2016  
Customer ID/Name: s.17 /MINISTRY OF ENERGY  
AND MINES (PROV

Due By: 01/30/2017

MINISTRY OF ENERGY AND MINES (PROV  
ACCOUNTS PAYABLE/KATE MUSGROVE  
6TH FLOOR - 1810 BLANSHARD ST  
PO BOX 9320  
VICTORIA, BC V8W 9N3 CANADA

## New Charges

Storage	0.00
Service	21.84
Supplies	0.00
Other Charges	0.00
Tax	1.08

INVOICE AMOUNT DUE \$22.92

line 29

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:

s.17

SUBMIT  
PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

Certain services may be billed by Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada acting as agent on behalf of Iron Mountain  
Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.

0001:0002

Page 24 of 58 EGM-2017-72011



Customer ID/Name: s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

Invoice Number: NGN8332  
Invoice Date: 12/31/2016

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC CONSOLE	6.00	3.640	21.84
OFFSITE SHRED, TRIP SCHEDULED	3.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>21.84</b>
<b>Sub Total</b>			<b>21.84</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>1.08</b>
<b>INVOICE AMOUNT DUE</b>			<b>22.92</b>

**Balance Activity Summary as of 12/27/2016**

Previous Balance	15.28
Adjustments	
Payments applied by 12/27/2016	(15.28)
Adjustments as of 12/27/2016	0.00
<b>** Balance as of 12/27/2016</b>	<b>\$0.00</b>
Current Invoice Amount	22.92
<b>Total Balance</b>	<b>\$22.92</b>

**\*\* If the balance as of 12/27/2016 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

# Detail Billing Transaction Report

Customer ID/Name: s.17 /MINISTRY OF ENERGY AND MINES (PROV

Department ID/Name: s.17 '1810 BLANSARD ST

Storage Period:

Service Period: 11/22/2016 - 12/27/2016

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
210693025	11/20/2016	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
210693025	11/20/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #210693025									
211068126	12/05/2016	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
211068126	12/05/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #211068126									
211442693	12/16/2016	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
211442693	12/16/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #211442693									
Sub Total									21.84
BRITISH COLUMBIA GST/HST									1.08
TOTAL									22.92

s.17

From: Iron Mountain Canada  
To: [Musgrove, Kate MEM:EX](#)  
Subject: Acct No.s.17 : Your Iron Mountain Canada Invoice is now available online (RE: NJX7104)  
Date: Monday, January 30, 2017 11:20:58 AM

---



## **Your invoice is ready for review**

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <http://ironmountainbillingservices.billtrust.com> for Canadian customers at <http://imcc.billtrust.com>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or

US Customers: 800.934.3453  
CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain







195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

E0061X I0121 D2186224129 S2 P3900859 0001:0002

MINISTRY OF ENERGY AND MINES (PROV  
ACCOUNTS PAYABLE/KATE MUSGROVE  
6TH FLOOR - 1810 BLANSHARD ST  
PO BOX 9320  
VICTORIA, BC V8W 9N3 CANADA

PAID Feb. 20/17

## Invoice

Page 1 of 2

### Account Overview

Invoice Number: NJX7104  
Invoice Date: 01/31/2017  
Storage Period:  
Service Period: 12/28/2016 - 01/24/2017  
Customer ID/Name: s.17 /MINISTRY OF ENERGY  
AND MINES (PROV

Due By: 03/02/2017

### New Charges

Storage	0.00
Service	14.56
Supplies	0.00
Other Charges	0.00
Tax	0.72

### INVOICE AMOUNT DUE

15 \$15.28

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

#### TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:

s.17

#### SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

**Customer ID/Name:** s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

**Invoice Number:** NJX7104  
**Invoice Date:** 01/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC CONSOLE	4.00	3.640	14.56
OFFSITE SHRED, TRIP SCHEDULED	2.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>14.56</b>
<b>Sub Total</b>			<b>14.56</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>0.72</b>
<b>INVOICE AMOUNT DUE</b>			<b>15.28</b>

**Balance Activity Summary as of 01/24/2017**

Previous Balance	22.92
Adjustments	
Payments applied by 01/24/2017	0.00
Adjustments as of 01/24/2017	0.00
<b>** Balance as of 01/24/2017</b>	<b>\$22.92</b>
Current Invoice Amount	15.28
<b>Total Balance</b>	<b>\$38.20</b>

**\*\* If the balance as of 01/24/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only

GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

**Customer ID/Name:** s.17 'MINISTRY OF ENERGY AND MINES (PROV

**Storage Period:**

**Service Period:** 12/28/2016 - 01/24/2017

**Department ID/Name:** s.17 '1810 BLANSARD ST

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
211770128	12/29/2016	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
211770128	12/29/2016	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #211770128									
212066566	01/05/2017	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
212066566	01/05/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #212066566									

**Sub Total** 14.56  
**BRITISH COLUMBIA GST/HST** 0.72  
**TOTAL** 15.28

THIS IS NOT AN INVOICE

s.17

Please direct any questions about this report to: **Customer Care - 1-800-327-8345** or [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com)

## Musgrove, Kate MEM:EX

---

**From:** IronMountainBillingServices@BillTrust.com  
**Sent:** Monday, February 20, 2017 2:39 PM  
**To:** Musgrove, Kate MEM:EX  
**Subject:** Payment Processed

**Thank you for your payment. Your payment will be processed on 02/20/2017 and will be applied towards the invoice(s).**

Payment Method: Kate's Card

Payment Date: 02/20/2017

Total Amount: **\$15.28**

Customer ID #	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
s.17	NJX7104		01/31/2017	03/02/2017	15.28	41328237

**Sign in to [Iron Mountain Canada Invoice Gateway](#) to review your bill and payment history.**



# INVOICE

Paid Feb. 20/17

PAGE 1 of 3



MINISTRY OF ENERGY + MINES (MMR)  
P.O. BOX 9320  
VICTORIA BC V8W 9N3

Billing Date 07.02.2017  
Invoice Number 8100095355  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
**1-800-69-SHRED**  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$50.93
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$101.86
<b>TOTAL ACCOUNT BALANCE DUE BY 09.03.2017</b>		<b>\$152.79</b>

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$101.86	\$0.00	\$50.93	\$0.00	\$0.00	\$152.79

SC020917030015\_ZLCA\_01.xml-9759-000003677

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100095355	INVOICE DATE 07.02.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 09.03.2017		\$152.79
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004880 000003677

s.17

MINISTRY OF ENERGY + MINES (MMR)  
PO BOX 9320 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100095355 0000015279 6

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100095355

INVOICE DATE: 07.02.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry Of Energy + Mines (MMR), Floor 6th, 1810 Blanshard St, Victoria, BC, V8W 9N3,  
CA -s.17

09.01.2017	8028103722		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					<b>SUB TOTAL</b>	<b>\$50.93</b>
24.01.2017	8029284104		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					<b>SUB TOTAL</b>	<b>\$50.93</b>
					<b>TOTAL</b>	<b>\$101.86</b>
<b>TOTAL CURRENT INVOICE CHARGES</b>						<b>\$101.86</b>

SC020917030015\_ZLCA\_01.xml-9760-000003677

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100095355

INVOICE DATE: 07.02.2017

**TAX SUMMARY****British Columbia**

GST 5.00 %

\$4.86

**Total Tax**

\$4.86

s.17

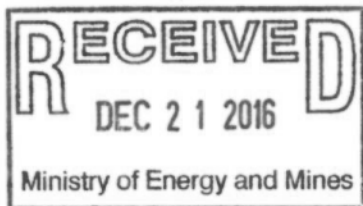
2

# INVOICE

PAGE 1 of 3



MINISTRY OF ENERGY + MINES (MMR)  
P.O. BOX 9320  
VICTORIA BC V8W 9N3



Billing Date 07.12.2016  
Invoice Number 8100053270  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
**1-800-69-SHRED**  
Hours: (Mon - Fri) 8:00AM - 5:00PM  
Shreditcare@Stericycle.com

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$50.93
Thank You-Payment	(\$50.93)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$50.93
<b>TOTAL ACCOUNT BALANCE DUE BY 06.01.2017</b>		<b>\$50.93</b>

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$0.00	\$0.00	\$0.00	\$0.00	\$50.93

SC121316100018\_ZLCA\_01.xml-9333-000003439

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100053270	INVOICE DATE 07.12.2016	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 06.01.2017		\$50.93
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004667 000003439

s.17

MINISTRY OF ENERGY + MINES (MMR)  
PO BOX 9320 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100053270 0000005093 1



Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100053270

INVOICE DATE: 07.12.2016

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry Of Energy + Mines (MMR), Floor 6th, 1810 Blanshard St, Victoria, BC, V8W 9N3,  
CA s.17

11/28/2016	8028064444		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					SUB TOTAL	\$50.93
					TOTAL	\$50.93
					TOTAL CURRENT INVOICE CHARGES	\$50.93

SC121316100018\_ZLCA\_01.xml-9334-000003439

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100053270

INVOICE DATE: 07.12.2016

**TAX SUMMARY**

British Columbia	
GST 5.00 %	\$2.43
<b>Total Tax</b>	<b>\$2.43</b>

s.17

23

From: Iron Mountain Canada  
To: Musgrove, Kate MEM:EX  
Subject: Acct No.s.17 Your Iron Mountain Canada Invoice is now available online (RE: NMH7415)  
Date: Tuesday, February 28, 2017 11:23:26 AM

---



## **Your invoice is ready for review**

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <http://ironmountainbillingservices.billtrust.com> for Canadian customers at <http://imcc.billtrust.com>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or

US Customers: 800.934.3453  
CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain



From: Iron Mountain Canada  
To: [Musgrove, Kate MEM:EX](#)  
Subject: Acct No. **s.17** : Your Iron Mountain Canada Invoice is now available online (RE: NPT1429)  
Date: Monday, April 3, 2017 1:02:24 PM

---



## **Your invoice is ready for review**

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <http://ironmountainbillingservices.billtrust.com> for Canadian customers at <http://imcc.billtrust.com>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or

US Customers: 800.934.3453  
CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain



From: IronMountainBillingServices@BillTrust.com  
To: [Musgrove, Kate MEM:EX](#)  
Subject: Payment Processed  
Date: Thursday, April 6, 2017 2:41:27 PM

---

Thank you for your payment. Your payment will be processed on 04/06/2017 and will be applied towards the invoice(s).

Payment Method: Kate's Card

Payment Date: 04/06/2017

Total Amount: **\$15.28**

Customer ID #	Invoice #	PO #	Inv Date	Due Date	Payment Amount	Confirmation #
s.17	NMH7415		02/28/2017	03/30/2017	15.28	43284823

Sign in to [Iron Mountain Canada Invoice Gateway](#) to review your bill and payment history.



PAID APR 6/17



# Invoice

## Account Overview

**Invoice Number:** NMH7415  
**Invoice Date:** 02/28/2017  
**Storage Period:**  
**Service Period:** 01/25/2017 - 02/21/2017  
**Customer ID/Name:** s.17 /MINISTRY OF ENERGY AND MINES (PROV

195 Summerlea Road  
 Brampton, Ontario L6T 4P6

**Direct Questions To:** Customer Care - 1-800-327-8345 or  
 askcustomerservice@ironmountain.com

E0548X I1095 D2257028911 S2 P3999917 0001:0002

**Due By:** 03/30/2017

MINISTRY OF ENERGY AND MINES (PROV  
 ACCOUNTS PAYABLE/KATE MUSGROVE  
 6TH FLOOR - 1810 BLANSHARD ST  
 PO BOX 9320  
 VICTORIA, BC V8W 9N3 CANADA

## New Charges

Storage	0.00
Service	14.56
Supplies	0.00
Other Charges	0.00
Tax	0.72

## INVOICE AMOUNT DUE

\$15.28

2

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

### TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S ADMINISTRATION ACCOUNT:

s.17

### SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC  
 d/b/a Iron Mountain Canada  
 P.O. BOX 3527 STATION A  
 TORONTO, ON M5W 3G4

Certain services may be billed by Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada acting as agent on behalf of Iron Mountain Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.

0001:0002

**Customer ID/Name:** s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

**Invoice Number:** NMH7415  
**Invoice Date:** 02/28/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC CONSOLE	4.00	3.640	14.56
OFFSITE SHRED, TRIP SCHEDULED	2.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>14.56</b>
<b>Sub Total</b>			<b>14.56</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>0.72</b>
<b>INVOICE AMOUNT DUE</b>			<b>15.28</b>

**Balance Activity Summary as of 02/21/2017**

Previous Balance	38.20
Adjustments	
Payments applied by 02/21/2017	(22.92)
Adjustments as of 02/21/2017	<u>0.00</u>
<b>** Balance as of 02/21/2017</b>	<b>\$15.28</b>
Current Invoice Amount	<u>15.28</u>
<b>Total Balance</b>	<b>\$30.56</b>

**\*\* If the balance as of 02/21/2017 has already been paid, thank you for your payment**

**Canadian Tax ID Numbers For Reference Only**

GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

## Detail Billing Transaction Report

Customer ID/Name: s.17 /MINISTRY OF ENERGY AND MINES (PROV

Department ID/Name: s.17 1810 BLANSHARD ST

Storage Period:

Service Period:

01/25/2017 - 02/21/2017

Order Number	Order Date	Bill Code	Description	Storage Date	Qty	UOM	MOS	Rate	Amount
212667230	01/27/2017	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
212667230	01/27/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #212667230									
213183483	02/14/2017	2041	OFFSITE SHRED, SEC CONSOLE		2.00	EA	1	3.640	7.28
213183483	02/14/2017	2411	OFFSITE SHRED, TRIP SCHEDULED		1.00	EA	1	0.000	0.00
DIANNE MCDONALD IS THE CONTACT FOR ORDER #213183483									
Sub Total									14.56
BRITISH COLUMBIA GST/HST									0.72
TOTAL									15.28

THIS IS NOT AN  
INVOICE



From: Iron Mountain Canada  
To: [Musgrove, Kate MEM:EX](#)  
Subject: Acct No. **S.17** : Your Iron Mountain Canada Invoice is now available online (RE: NTE5107)  
Date: Monday, May 1, 2017 2:29:15 PM

---



## **Your invoice is ready for review**

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <http://ironmountainbillingservices.billtrust.com> for Canadian customers at <http://imcc.billtrust.com>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or

US Customers: 800.934.3453  
CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain



**Barber, Jessie MEM:EX**

---

**From:** Musgrove, Kate MEM:EX  
**Sent:** Friday, June 9, 2017 9:11 AM  
**To:** Barber, Jessie MEM:EX  
**Subject:** FW: SHRED-IT &#x28; OAKVILLE &#x29; - Transaction Receipt for \$101.86

---

**From:** [DoNotReply@billing-notification.com](mailto:DoNotReply@billing-notification.com) [<mailto:DoNotReply@billing-notification.com>]  
**Sent:** Tuesday, May 2, 2017 1:50 PM  
**To:** Musgrove, Kate MEM:EX  
**Subject:** SHRED-IT &#x28; OAKVILLE &#x29; - Transaction Receipt for \$101.86

SHRED-IT / SECURIT  
1218 South Service Road, West  
Oakville, ON. L6L 5T7  
T. 905-829-2222  
T. 1-866-345-3269

Term ID: 001

**Sale - Approved**

Date	05/02/17	Time 16:49:21
Method of Payment	MasterCard	
Entry Method	Manual	
Account #	s.17	

Order ID	8100117705 8100139239
Order Description:	s.17
Approval Code	164921
<b>Amount</b>	<b>\$101.86</b>

*met*

Customer Copy



MINISTRY OF ENERGY + MINES (MMR)  
P.O. BOX 9320  
VICTORIA BC V8W 9N3

# INVOICE

paid May 2/17

PAGE 1 of 3

Billing Date 07.04.2017  
Invoice Number 8100139239  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE		\$50.93
CURRENT INVOICE CHARGES	(See Reverse Page For Details)	\$50.93
TOTAL ACCOUNT BALANCE DUE BY 07.05.2017		\$101.86

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$50.93	\$0.00	\$0.00	\$0.00	\$101.86

SC040917030025\_ZLCA\_01.xml-9309-000003440

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100139239	INVOICE DATE 07.04.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 07.05.2017		\$101.86
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

s.17

004655 000003440

s.17

MINISTRY OF ENERGY + MINES (MMR)  
PO BOX 9320 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====

SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100139239 0000010186 5

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100139239

INVOICE DATE: 07.04.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry Of Energy + Mines (MMR), Floor 6th, 1810 Blanshard St, Victoria, BC, V8W 9N3,  
CA s 17

20.03.2017	8030631045		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					SUB TOTAL	\$50.93
					TOTAL	\$50.93
					TOTAL CURRENT INVOICE CHARGES	\$50.93

SC040917030025\_ZLCA\_01.xml-9310-000003440

IF CURRENT ACCOUNT INFORMATION HAS CHANGED,PLEASE ENTER THE CORRECT INFORMATION BELOW

Billing Information Change	Service Information Change
ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100139239

INVOICE DATE: 07.04.2017

**TAX SUMMARY**British Columbia  
GST 5.00 %**\$2.43****Total Tax****\$2.43**

s.17

2

# INVOICE

*paid May 19/17*

PAGE 1 of 3



MINISTRY OF ENERGY + MINES (MMR)  
P.O. BOX 9320  
VICTORIA BC V8W 9N3

Billing Date 07.05.2017  
Invoice Number 8100161990  
Customer Number s.17  
Site & Purchase Order Info on Reverse Page



For billing, scheduling or customer service  
1-800-69-SHRED  
Hours: (Mon - Fri) 8:00AM - 5:00PM

## ACCOUNT SUMMARY - SHREDDING SERVICE

	DESCRIPTION	AMOUNT	TOTAL
PREVIOUS BALANCE			\$101.86
CURRENT ADJUSTMENTS			(\$50.93)
	Thank You-Payment	(\$101.86)	
CURRENT INVOICE CHARGES	(See Reverse Page For Details)		\$101.86
TOTAL ACCOUNT BALANCE DUE BY 06.06.2017			\$50.93

Billing Currency: CAD

GST/HST #: 86625 9062

**CERTIFICATE OF DESTRUCTION:** Shred-it is committed to the secure destruction of its customers' confidential information. This certification will affirm that Shred-it destroys the customers' confidential material, pursuant to our customers' request and instructions.

Account History Please disregard if payment has been sent.

Current	1-30 days Past Due	31-60 days Past Due	61-90 days Past Due	90+ days Past Due	Total Account Balance
\$50.93	\$0.00	\$0.00	\$0.00	\$0.00	\$50.93

SC050917030019\_ZLCA\_01.xml-8399-000003048

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE. TO ENSURE TIMELY POSTING OF YOUR PAYMENT, PLEASE ALLOW 5 DAYS FOR MAILING.



Shred-it INTERNATIONAL ULC  
1383 North Service Road, East  
Oakville, ON L6H 1A7

INVOICE NUMBER 8100161990	INVOICE DATE 07.05.2017	CUSTOMER NUMBER s.17
TOTAL ACCOUNT BALANCE DUE BY 06.06.2017		\$50.93
TOTAL AMOUNT ENCLOSED		\$
<input type="checkbox"/> If account or contact information has changed please check box and fill out back portion of coupon		

004200 000003048

s.17

MINISTRY OF ENERGY + MINES (MMR)  
PO BOX 9320 STN PROV GOVT  
VICTORIA BC V8W 9N3

===== REMIT TO: =====  
SHRED-IT INTERNATIONAL ULC  
P.O. BOX 15781, STATION A  
TORONTO, ONTARIO  
M5W 1C1

015781 s.17

0000008100161990 0000005093 1

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100161990

INVOICE DATE: 07.05.2017

SERVICE DATE	SERVICE RECORD	P.O.#	SERVICE TYPE	QTY	UNIT OF MEASURE	TOTAL
-----------------	-------------------	-------	-----------------	-----	--------------------	-------

Site: BC01 Service Location: Ministry Of Energy + Mines (MMR), Floor 6th, 1810 Blanshard St, Victoria, BC, V8W 9N3,  
CA s.17

17.04.2017	8031298922		SHRED - ON-SITE AUTOMATIC			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					<b>SUB TOTAL</b>	<b>\$50.93</b>
13.04.2017	8031298922		ON-SITE REGULAR SERVICE			
					Minimum Order Value	\$48.50
					GST 5.00 %	\$2.43
					<b>SUB TOTAL</b>	<b>\$50.93</b>
					<b>TOTAL</b>	<b>\$101.86</b>
					<b>TOTAL CURRENT INVOICE CHARGES</b>	<b>\$101.86</b>

SC050917030019\_ZLCA\_01.xml-8400-000003048

IF CURRENT ACCOUNT INFORMATION HAS CHANGED, PLEASE ENTER THE CORRECT INFORMATION BELOW.

Billing Information Change

Service Information Change

ACCOUNT NAME	
CONTACT	
EMAIL	
ADDRESS	
CITY	
PROVINCE/POSTAL CODE	
PHONE NUMBER	
FAX NUMBER	

Ministry Of Energy + Mines (MMR)

CUSTOMER#: s.17

INVOICE#: 8100161990

INVOICE DATE: 07.05.2017

**TAX SUMMARY**

British Columbia

GST 5.00 %

\$4.86

Total Tax

\$4.86

s.17

2



**Barber, Jessie MEM:EX**

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**From:** Iron Mountain Canada <IronMountainBillingServices@BillTrust.com>  
**Sent:** Wednesday, May 31, 2017 11:07 AM  
**To:** Barber, Jessie MEM:EX  
**Subject:** Payment confirmed

**Your payment(s) in the amount of 22.92 have been confirmed.**

**Payment(s) confirmed**

**Payment Information**

**Confirmation Number:** 45371738

**Payment Date:** 05/31/17

**Payment Amount:** 22.92

**Please visit Iron Mountain Canada Invoice Gateway to review your bill and payment history.**

*line 19*



Paid May 31, 2017



# Invoice

Page 1 of 2

s.17

195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

E0103X I0205 D2428824275 S2 P4198061 0001:0002

MINISTRY OF ENERGY AND MINES (PROV)  
ACCOUNTS PAYABLE/KATE MUSGROVE  
6TH FLOOR - 1810 BLANSHARD ST  
PO BOX 9320  
VICTORIA, BC V8W 9N3 CANADA

## Account Overview

Invoice Number: NTE5107  
Invoice Date: 04/30/2017  
Storage Period:  
Service Period: 03/29/2017 - 04/25/2017  
Customer ID/Name: s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

Due By: 05/30/2017

## New Charges

Storage	0.00
Service	7.28
Supplies	0.00
Other Charges	0.00
Tax	0.36

## INVOICE AMOUNT DUE

\$7.64

line 19

### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

### TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:

s.17

### SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

**Customer ID/Name:** s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

**Invoice Number:** NTE5107  
**Invoice Date:** 04/30/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC CONSOLE	2.00	3.640	7.28
OFFSITE SHRED, TRIP SCHEDULED	1.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>7.28</b>
<b>Sub Total</b>			<b>7.28</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>0.36</b>
<b>INVOICE AMOUNT DUE</b>			<b>7.64</b>

**Balance Activity Summary as of 04/25/2017**

Previous Balance	30.56
Adjustments	
Payments applied by 04/25/2017	(15.28)
Adjustments as of 04/25/2017	0.00
<b>** Balance as of 04/25/2017</b>	<b>\$15.28</b>
Current Invoice Amount	7.64
<b>Total Balance</b>	<b>\$22.92</b>

*paid May 31, 2017*

**\*\* If the balance as of 04/25/2017 has already been paid, thank you for your payment**

**Canadian Tax ID Numbers For Reference Only**

GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.



195 Summerlea Road  
Brampton, Ontario L6T 4P6

Direct Questions To: Customer Care - 1-800-327-8345 or  
askcustomerservice@ironmountain.com

MINISTRY OF ENERGY AND MINES (PROV)  
ACCOUNTS PAYABLE/KATE MUSGROVE  
6TH FLOOR - 1810 BLANSHARD ST  
PO BOX 9320  
VICTORIA, BC V8W 9N3 CANADA

paid May 31, 2017

## Invoice

Page 1 of 2

### Account Overview

Invoice Number: NPT1429  
Invoice Date: 03/31/2017  
Storage Period:  
Service Period: 02/22/2017 - 03/28/2017  
Customer ID/Name: s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

Due By: 04/30/2017

### New Charges

Storage	0.00
Service	14.56
Supplies	0.00
Other Charges	0.00
Tax	0.72

### INVOICE AMOUNT DUE

\$15.28

line 19

#### LEGEND:

- When paying by check please include applicable customer ID(s), invoice number(s) and invoice amount(s)
- Balance Activity does not reflect any payment received that has not or could not be applied to open invoices.
- Storage is billed in advance and may include prorated storage charges for the current period\*
- Services are billed in arrears\*
- Adjustment amount includes credits, debits and other adjustments made by the specified date
- Payment is due per contract Net terms from the invoice date

\*Unless otherwise expressly agreed upon in writing

#### TO VIEW AND PAY ONLINE GO TO:

<http://ca.invoices.ironmountain.com>

USE THIS ENROLLMENT CODE TO CREATE YOUR ORGANIZATION'S  
ADMINISTRATION ACCOUNT:

s.17

#### SUBMIT PAYMENTS TO:

Iron Mountain Canada Operations ULC  
d/b/a Iron Mountain Canada  
P.O. BOX 3527 STATION A  
TORONTO, ON M5W 3G4

Certain services may be billed by Iron Mountain Canada Operations ULC d/b/a Iron Mountain Canada acting as agent on behalf of Iron Mountain Information Management Services Canada, Inc. and/or Iron Mountain Secure Shredding Canada, Inc.



Customer ID/Name: s.17 /MINISTRY OF ENERGY  
AND MINES (PROV)

Invoice Number: NPT1429  
Invoice Date: 03/31/2017

Description	Qty	Rate	Amount
OFFSITE SHRED, SEC CONSOLE	4.00	3.640	14.56
OFFSITE SHRED, TRIP SCHEDULED	2.00	0.000	0.00
<b>TOTAL SERVICE</b>			<b>14.56</b>
<b>Sub Total</b>			<b>14.56</b>
<b>BRITISH COLUMBIA GST/HST</b>			<b>0.72</b>
<b>INVOICE AMOUNT DUE</b>			<b>15.28</b>

**Balance Activity Summary as of 03/28/2017**

Previous Balance	30.56
Adjustments	
Payments applied by 03/28/2017	(15.28)
Adjustments as of 03/28/2017	0.00
<b>** Balance as of 03/28/2017</b>	<b>\$15.28</b>
Current Invoice Amount	15.28
<b>Total Balance</b>	<b>\$30.56</b>

**\*\* If the balance as of 03/28/2017 has already been paid, thank you for your payment**

Canadian Tax ID Numbers For Reference Only	
GST/HST/TPS	885517334RT0001
BRITISH COLUMBIA	PST# 1014-7765
MANITOBA	PST# 885517334MT0001
QUEBEC	TVQ# 1019185164
SASKATCHEWAN	PST# 5600135

**CERTIFICATE OF DESTRUCTION:**

IRON MOUNTAIN CERTIFIES THAT THE MATERIALS RELATED TO SHREDDING SERVICES ON THIS INVOICE HAVE ENTERED THE DESTRUCTION PROCESS IN ACCORDANCE WITH OUR SECURE SHREDDING WORKFLOW SO THAT THE INFORMATION CANNOT BE RECONSTRUCTED.

From: Iron Mountain Canada  
To: [Musgrove, Kate MEM:EX](#)  
Subject: Acct No. **S.17** : Your Iron Mountain Canada Invoice is now available online (RE: NVR1350)  
Date: Tuesday, May 30, 2017 3:20:24 PM  
Attachments: [13671---May17RFIDEnglish.pdf](#)

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## **Your invoice is ready for review**

Dear Valued Customer,

Your latest invoice is now available for your review for US customers at <http://ironmountainbillingservices.billtrust.com> for Canadian customers at <http://imcc.billtrust.com>.

We thank you for the business you entrust with us. If you have any questions or require additional information on Iron Mountain Billing Services @ BillTrust.Com, please contact Customer Care at [askcustomerservice@ironmountain.com](mailto:askcustomerservice@ironmountain.com) or

US Customers: 800.934.3453  
CANADA Customers: 800.327.8345

Sincerely,

Iron Mountain



## IMPORTANT INFORMATION ABOUT A CHANGE TO YOUR SERVICES

As part of our goal to help you transition to a more digital way of working, we are making changes to our requirements that will enable you to better manage your records and shred programs using enhanced tools and technology solutions.

### Using Radio Frequency Identification (RFID) to Label New Inventory

RFID technology puts the power to manage your inventory in your hands by automating the inventory audit process of stored inventory.



Beginning **July 1, 2017**, all **new inventory** must be tagged with an Iron Mountain RFID-enabled label. Here are two ways to ensure inventory is labeled correctly:

- Purchase Iron Mountain RFID-*ready* boxes, or
- Purchase RFID-enabled labels from Iron Mountain and apply to your new inventory

**Iron Mountain does not require inventory audits, we recommend regular audits to help you maintain control over your records program.**