

CONFIDENTIAL DOCUMENT SHREDDING

TO BE SHREDDDED

Office paper (any color)

Manila folders

Staples

Paper Clips

Rubber Bands

Binder Clips

Hanging file folders

Receipts

Envelopes

Paper, paper, and paper

NOT TO BE SHREDDDED

Cell Phones

Batteries of any kind

3-ring binders

Garbage of any kind

Newspapers

Credit cards

CDs

Cardboard

Magazines

X-rays

Hardcover books



Because 100% of shredded paper is recycled, please be sure to remove all substantial cardboard, plastic, and metal from your materials. Please note, batteries will cause a fire!



SAVEmoney.**SAVE**trees.**stay**SECURE.



HIPAA, GLB, FACTA Compliant

www.shredace.com