

## Document Shredding

If you're regularly having your employees shred documents in volume, you could be shredding your productivity and profitability as well.

Our Document Shredding programs are a more cost-efficient and secure alternative. We can shred your documents at your place of business while you watch, or we can safely transport your sensitive materials to one of our secure shredding facilities.

- Depending on your volume, you can choose to have a secure executive container or a large wheeled container delivered to your office.
- We pick up the documents to be shredded based on the frequency and schedule you select.
- We shred your documents and sensitive materials, including CDs and diskettes, by a pierce-and-tear method to meet the highest security standards.
- Your service professional will give you a "Certificate of Destruction" once the shredding is complete.
- We even recycle the shredded material, helping to keep the environment free of waste. We can save you time and money, and reduce your risk of identity theft or fraud.

Contact us and a representative will help you select on- or off-site shredding and establish a schedule that's appropriate for your business.