

SHRED-IT

(OUR BUSINESS IS TO ENSURE NO ONE KNOWS YOURS)

NOT SURE WHAT MATERIALS TO SHRED? HERE IS A LIST OF THINGS WE CAN SHRED.

- Invoices
- Credit Reports & Applications
- Technical Data
- Bank Statements
- Marketing/Advertising Plans
- X-Rays
- Canceled Checks
- Medical Records
- Prescriptions
- Profit & Loss Statements
- Micro Media
- Insurance Records
- Leases
- Draft Copies of Letters
- Sign In/Registration Forms
- Capital Stock Ledgers
- Drug Screens
- CDs
- Patent & Related Data
- Cash Book
- Back-Up Disks
- Computer Printouts
- Financial Statements
- Floppy Disks
- Market Research Studies
- Correspondence
- Hard Drives
- Customer Lists
- Tax Returns
- Tapes
- Sales Figures
- Trademark Information
- Microfilm
- Sealed Bids
- Complaints
- Credit Card Receipts
- Strategies
- Blueprints
- Gift Cards
- Balance Sheets
- Inaccurate Sales Literature
- Spiral Notebooks
- Reconciliations
- Contracts
- New Product Designs
- Audit Reports
- R & D Information
- Time cards
- Monthly Trial Balances
- Personal Records
- Claims & Litigation Records
- Memos & Legal Briefs

*Staples, rubber bands, folders/hanging folders, paper clips, binder clips, etc.

Do not need to be removed before shredding occurs.

