

“WHAT WE CAN SHRED”

*Additional charges will be assessed if sorting is required to remove unapproved materials from the bin.



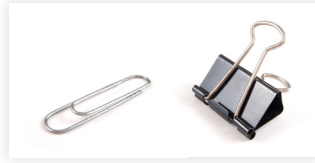
Items that CAN BE SHRED with paper



ANY COLOR OFFICE OR PRINTED PAPER



NOTEPADS & SPIRAL NOTEPADS



PAPERCLIPS & BINDER CLIPS



STAPLES



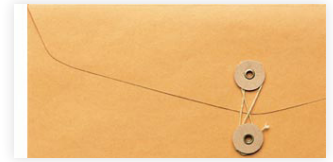
FILES WITH TIEBACKS



MANILA FILEFOLDERS



WINDOWED ENVELOPES



TIE CLOSED ENVELOPES



Items that CAN BE DESTROYED (keep separate from paper*)



CDs & DVDs



FLOPPY DISKS



FILM



PHOTOGRAPHS



HARD DRIVES



VHS TAPES



CASSETTE & MAGNETIC BACKUP TAPES



PILL BOTTLES



Items that we CAN NOT destroy



NEWSPAPER



MAGAZINES



CORRUGATED CARDBOARD



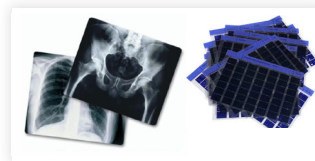
BOUND BOOKS



HANGING FILES, 3RING BINDER



PHONEBOOKS



XRAYS, MICROFICHE & MICROFILM



GARBAGE & MISC ITEMS NOT SPECIFICALLY APPROVED

