

# CONFIDENTIAL DOCUMENT SHREDDING

## TO BE SHREDDED

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 SHREDDED

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!



**SAVE**money.**SAVE**trees.**stay**SECURE.



HIPAA, GLB, FACTA Compliant

[www.shredace.com](http://www.shredace.com)