



CONFIDENTIAL ON-SITE PAPER SHREDDING

Your Shredding, Compliance and Recycling Force

Acceptable & Unacceptable Items



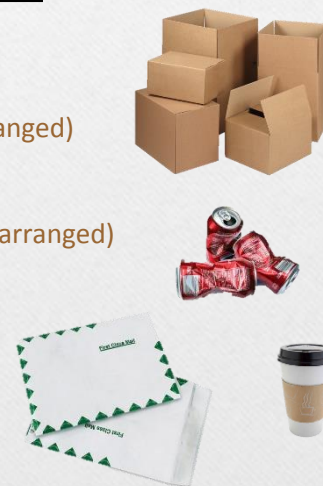
ACCEPTABLE

- ✓ White Paper
- ✓ Newspaper
- ✓ Computer Paper
- ✓ Carbon Paper
- ✓ Post-It Notes
- ✓ Colored Paper
- ✓ Fax Paper
- ✓ Envelopes
- ✓ Window Envelopes
- ✓ Notebook Paper
- ✓ Legal Pad Paper
- ✓ Index Cards
- ✓ Business Cards
- ✓ Carbonless (NCR) Paper
- ✓ Magazines/ Telephone Books



UNACCEPTABLE

- ✓ Cardboard Boxes
- ✓ Wrapping Paper
- ✓ Plastics (unless prearranged)
- ✓ Aluminum Cans
- ✓ Paper Coffee Cups
- ✓ Microfiche (unless prearranged)
- ✓ Food Wrappers
- ✓ Styrofoam
- ✓ Kleenex/Napkins
- ✓ Tyvek Envelopes
- ✓ Medical Waste



OTHER ACCEPTABLE ITEMS

Paper Clips, Staples, Rubber Bands, Clamps, Notepads, File Folders, Hanging File Folders (with metal strip), Spiral Binders, Ledgers, 3-Ring Binders