



# Are you having some shredding done, and wondering how you should prepare?

This flyer might help.

Do I need to remove all staples and paperclips from my papers and documents before they are securely shredded?



No! Leave them all attached, and our industrial strength mobile shredding machines will destroy them and all your confidential information right there, onsite, before your eyes so you can have complete peace of mind. And then, we will issue a Certificate of Destruction to give you full confidence that your personal or business papers have been securely destroyed.

Can I include computer equipment or other digital items with my regular paper shredding?



No, these items should be sorted and separated as they go through a different shredding process to be thoroughly destroyed.

If you have hard drives, CDs, cassette tapes, computers etc, be sure to let us know so we can securely destroy all information for you.

## Do we recycle?

Shredding your secure documentation is one thing, protecting the environment is another, right? Wrong. When you engage ShredEasy for your confidential documentation destruction, you are not only protecting your business and identity, you are also looking after the environment. As part of our regular process, all shredded material is taken to a recycling plant for the creation of future products. So while you are creating more space in your workplace, saving your business time and money, you are also looking after the planet. Nice one.

## Convenient And Safe Shredding Services

No matter whether you are looking for regular collection services, or just a one-off destruction project, you just gather the items you would like destroyed.

We collect the items, securely and conveniently destroy them, then recycle the waste matter. We then supply a certificate of destruction for your peace of mind, so you can be confident that all items have been properly disposed of.