



## DON'T WASTE TIME SEPARATING YOUR MATERIAL!

EnviroShred does not require removal of staples and paper clips from documents we are going to shred. Our slow-speed, high-torque shear process can shred: binders, staples, paper clips, compact discs, manuals, books, hardcover binders, file folders and other paper storage systems, floppy disks, CD ROMS, DVDs, tapes and other computer storage media, medical pill bottles, shannon files etc.

Examples of Secure Documents for Shredding:

### Personal Information

- Addresses
- ATM receipts
- Bank account information
- Bank statement
- Brokerage account information
- Cancelled & voided checks
- Credit & debit card numbers
- Credit reports and histories
- Drivers' license numbers
- Employee pay stubs
- Employment records
- Insurance policy data
- Investment documents
- Medical and dental records
- Passport number
- Resumes
- Social Insurance Number information
- Telephone number
- Tax forms
- Travel itineraries
- Used airline tickets

### Files and Records

- Account records
- Audits
- Bank statements
- Competitive information
- Computer records
- Contracts
- Correspondence
- Diligence files
- Fax machine ribbons
- Financial records
- Insurance records
- Intellectual property
- Internal memos
- Invoices
- Legal documents
- Market research
- Marketing material
- Obsolete contracts
- Official notices
- Payroll records
- Personnel files
- Phone records
- Planning documents
- Price lists
- Purchase receipts
- Sales forecasts
- Tax records
- Training information
- X-rays

### Client Data

- Business plans
- Cancelled checks
- Computer reports
- Credit card numbers
- Executive correspondence
- New product information
- Obsolete collateral
- Photographs
- Presentations
- Price/inventory lists
- Proposals and quotes
- Proprietary documents
- Receipts/invoices
- R&D files/data
- Non-Document Destruction
- CD-ROMs/CD-Rs/DVDs
- Computer Backups
- Microfiche
- X-Rays
- Videotapes
- Cassette Tapes
- Casino Chips
- Product Samples
- Prototypes

\*If shredding computer parts or "non-documents" such as hard drives please keep separate or let the driver know to prevent sparks when shredding. (Additional fee may apply.)