

PROSHRED

SECURITY

INFORMATION DESTRUCTION AT YOUR DOOR



RECYCLING ONE TON OF PAPER SAVES:



17
trees



380
gallons of oil



3
cubic yards of
landfill space



4000
kilowatts of energy
(enough to heat and air condition
the average home for 6 months)



7000
gallons of water



60
lbs of air pollution

TO ALL STAFF:

In the interest of information security, we have recently begun **PROSHRED**'s regularly scheduled document destruction and recycling services.

Secure document containers are now conveniently placed on our premises to securely hold "private" and "confidential" records that require destruction.



TO SHRED

- all paper
- file folders
- hanging files
- computer paper
- notepads
- envelopes
- CDs/DVDs*
- data tapes*
- microfilm/x-rays*

NOT TO SHRED

- cans/bottles
- food/wrappers
- thick metal
- copier/printer cartridges
- corrugated cardboard
- non-recyclable materials
- large quantities of plastic
- biohazard
- medical waste

PROSHRED® provides secure destruction services how, when, and where you need them. They will arrive with one of their secure transport or shredding vehicles. They will collect the material from the containers and wheel it to the truck, where everything will either be securely destroyed before leaving the premises, or securely transported back to their protected facility to be shred, baled, and later recycled, with a single chain of custody.

Thank you for your help!

**NO NEED TO REMOVE STAPLES, PAPER CLIPS
AND FASTENERS, RUBBER BANDS**

*Call about CDs, DVDs, data tapes, microfilm, and x-rays



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